



100 Regina Street S.
Waterloo, ON
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Internal/External Job

Position: Municipal Building Official II	Status: Regular Full Time	Competition Number: 18-69
Pay Band: F	Salary Range: \$72,376-\$90,470	Hours of Work: 35 hours per week
Division/Section: Building Standards	Department: Integrated Planning & Public Works	Work Location: Waterloo City Hall

Position Description:

A full-time opportunity exists for an experienced person to fulfill the role of Municipal Building Official II and undertake the duties of an inspector as defined in the Building Code Act, under the supervision of the Chief Building Official. The role entails inspecting construction plans and specifications as well as the inspection of construction, for large and complex buildings and systems for compliance with the Building Code Act, the Building Code and other applicable law as defined in the Code.

Accountabilities:

- Main accountabilities involve digital plans review of construction drawings for Building Code compliance on Part 3 Buildings and coordinating the permit after it has been accepted through to issuance
- Provide support for the inspection team and conduct inspections as required
- Conduct independent analyses, interpretations and conclusions
- Work independently and report difficult, complex or unusual matters to the Manager of Plans Examination
- Resolve any Code deficiencies with design professionals or builders and ensure permits are issued and inspections are completed within the mandated timeframes
- Answer Building Code inquiries from design professionals, builders and the general public
- Verify all applicable approvals from other levels of government and authorities
- Provide assistance to inquires relating to the building permit and inspection process
- Keep outstanding records of activities and report workload conflicts to the Manager of Plans Examination
- Participate as a member on related committees as required

Minimum Qualifications:

- Must be qualified under the **Building Code Act** in the following categories: **(Legal General, Small Buildings, Complex Buildings, Building Structural, Building Services and Plumbing - All Buildings)**
- Post-secondary diploma in Construction Engineering or Architectural Technology or equivalent
- Minimum five (5) years progressive construction experience. Preference will be given to candidates with experience in plans examination (architectural, mechanical, structural and electrical) of complex buildings including high rise construction, assembly buildings, commercial and industrial.
- Ability to apply advanced analytical strategies to solve complex Code matters by developing solutions based on a consideration of existing and acceptable practices and their application
- Demonstrates effective communication and listening skills to identify problems and solutions
- Experienced in initiating courageous conversations with tact and discretion in the interest of maintaining healthy and respectful internal and external relationships
- Ability to maintain a positive outlook and constructive attitude when facing adversity
- Excellent organizational and record-keeping skills
- Experience in issuing orders and preparing for Court an asset
- Must hold a valid Class "G" license with a good driving record
- A satisfactory Police Information Check will be required as a condition of hire

Online Application Process

Interested and qualified candidates must submit their resume through the online application process. For posting and application details please visit www.waterloo.ca/careers/

Job Eligibility

All qualified City of Waterloo employees may apply, however during the selection process there is a specific sequence that will be followed. Members of the City of Waterloo Staff Association who have completed their probationary period in their most recent position will be considered first for this posting.

The City of Waterloo is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Posting Date: October 24, 2018

Closing Date: November 16, 2018 4:00 PM