



## POSITION VACANCY

Call Number:	<b>2019 - 03</b>
Position:	<b>Building Inspector</b>
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm, Monday to Friday (35 hour work week)
Hourly Rate:	\$36.60 to \$38.54
Date Posted:	April 30, 2019
Closing Date:	<b>May 15, 2019 at 4:30 p.m.</b>

Full details on this position is attached. To apply, please submit your cover letter and resume at [www.niagarafalls.ca](http://www.niagarafalls.ca) (Select 'Careers and Employment'). Applications must be submitted online and will be accepted until 4:30 p.m. on **Wednesday, May 15, 2019.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

**CITY OF NIAGARA FALLS**

**POSITION DESCRIPTION**  
**Planning, Building and Development**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**POSITION TITLE:** Building Inspector

**DIVISION:** Building Services

**RESPONSIBLE TO:** Chief Building Official

**POSITION SUMMARY:** Acts as an appointed building inspector as defined under the Building Code Act (BCA) and conduct inspections for the enforcement of the Ontario Building Code Reg. as amended.

**EQUIPMENT AND TOOLS USED:** General office equipment, computer applications including wireless devices and city vehicle.

**WORKING CONDITIONS:** Standard office environment 30%  
Outdoors 70%

**RESPONSIBLE FOR:**

1. Conduct inspections in accordance with Division C - Part 1, Subsection 1.3.5. of the Ontario Building Code for the construction, renovation extension, material alteration, repair, demolition, and/or change of use for single detached houses, multi-housing, accessory buildings, duplexes, accessory dwelling units, decks, carports, and detached structures to ensure compliance with the Ontario Building Code, applicable municipal by-laws, referenced standards, and applicable law, within the timeframes specified in the legislation and Building Division operating policy and procedures.
2. Conducts inspections of unsafe buildings and/or buildings damaged by natural disasters, fire, accidents, or severe/inclement weather to assess damage and condition of building(s) to determine the appropriate remedial action in accordance with the Ontario Building Code, and issues applicable orders, when required, for but not limited to: single detached houses, multi-housing, accessory buildings, duplexes, accessory dwelling units, and decks, carports, and detached structures and collaborate with owners, consultants, insurers, the Ministry of Labour and any other agencies involved.

3. Conduct inspection of residential pools enclosures, in accordance with the Ontario Building Code, and applicable by-laws.
4. Verify that the on-site documentation, materials, method of construction and conditions satisfy the design specifications, meet approved standards and are in compliance with the Ontario Building Code.
5. Investigate complaints regarding contraventions of the Ontario Building Code and applicable law, and issue Orders for construction without a permit as it relates to: for single detached houses, multi-housing, accessory buildings, duplexes, decks, carports, and detached structures.
6. Prepare detailed, accurate inspection reports, and generate deficiency lists for the applicant, consultant or contractor, and review consultants' field reports for accuracy and completeness and to be filed.
7. Prepare and issue Orders in accordance with the Ontario Building Code Act, and monitor outstanding Orders to ensure timely enforcement within the statute of limitation period.
8. Appear and give evidence at pre-trial proceedings such as mediation and discoveries, and appear before tribunals such as the Building Code Commission.
9. Prepare reports, briefs, court information or evidence as well as act as a witness in court under the Provincial Offences Act. Collect evidence, swear information, lay charges, prepare court files, coordinate and assist in prosecution of charges, attend court when necessary to give evidence under oath.
10. Monitor the construction approved through conditional permits and ensure construction has not exceeded beyond the work specified in the agreement, and finalize the process in Land Manager once the approved conditional permit construction phase has been complete for the release of securities.
11. Maintain records, comprehensive notes of all complaints, investigations and enforcement activities in records management system (Land Manager), and prepare reports regarding Building Code enforcement/inspections matters.
12. Liaison with municipal departments, outside government bodies, enforcement agencies, consultants, general contractors and the general public in relation to enforcement issues.

**POSITION REQUIREMENTS:**

Minimum is a three (3) year college diploma in Architectural or Construction Engineering Technology or related field.

Successfully completed the Ministry of Municipal Affairs and Housing courses:

1. General Legal / Process for Inspectors
2. House
3. Plumbing - House
4. HVAC-House

At least two (2) years related building inspection experience.

Proficiency in reading and interpretation of drawings, specifications and other technical documentation.

Ability to interpret the various Acts, including but not limited to the Provincial Offences Act, Municipal Act, ability to interpret the Rules of Evidence with the Ontario Court of Justice, Summons' issuance and courtroom procedure(s).

Basic computer skills in Word and Excel. Proficient in Land Manager.

Strong oral and written communication skills

Revised: September 28, 2018