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City of Kingston

Building and Plumbing Inspector

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Job Title:	Building and Plumbing Inspector	Job Number:	J0419-0149
Job Code:	09B110	Job Category:	Building Inspection
Department:	Planning, Building & Licensing	Bargaining Unit:	CUPE
Job Type:	Full Time	Employment Type:	Replacement
Number of Positions:	1	Hours of Work:	35 hrs/wk
Salary:	\$34.68 - \$39.75/Hour	Date Posted:	April 30, 2019
Closing Date:	May 31, 2019		

Opening Statement

Kingston's vision of being a smart, livable 21st century city is fast becoming reality. History and innovation thrive in our dynamic city located along the beautiful shores of Lake Ontario, an easy drive from Toronto, Ottawa and Montreal, in the heart of eastern Ontario. With a stable and diversified economy that includes global corporations, innovative startups and all levels of government, Kingston's high quality of life offers access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

Position Summary

The Building and Plumbing Inspector is responsible for conducting plan reviews and site inspections at various stages of construction ensuring buildings, structures, uses, and related systems are in compliance with the approved permit documents, plans and specifications; the Building Code Act and building code as amended Ontario Building Code (OBC); any referenced standards/documents and related legislation.

KEY DUTIES & RESPONSIBILITIES:

Review construction plans, specifications and reports from designers, engineers and architects to establish compliance with the OBC, municipal regulations and applicable standards.

Issue permits and complete site inspections for residential, institutional, commercial and industrial properties with regards to structure, plumbing, wiring, heating systems, sanitation, fire and safety;

Serve notice stating specific defects to owners or to other appropriate parties when standards do not comply with the regulations and by-laws;

Review construction projects to confirm compliance to Ontario Heritage Act;

Coordinate and prioritize workload and monitor construction activity in assigned geographic area including review of site plans, blueprints and specifications;

As a Provincial Offences Officer, enforce Ontario Building Code (OBC) requirements through the courts where necessary;

Liaise and maintain good public relations with department clientele including architects, engineers, lawyers, the public, other departments and government agencies;

Other duties as assigned.

Qualifications, Competencies

Three (3) year Community College Diploma in Civil Engineering Technology or Architectural Technology, or suitable equivalent;

Successful completion of the provincial mandated examination program administered and authorized by the Ministry of Municipal Affairs and Housing, in accordance with the Building Code Act (BCA) and the building code in the categories of qualifications set out in the building code as follows:

- General Legal/Processes or Powers and Duties of Chief Building Officials
- House
- HVAC House
- Small Buildings
- Plumbing All Buildings

Preference will be given to applicants who have also successfully completed the following:

- Large Buildings
- Complex Buildings
- Building Structural, and
- Building Services

Four (4) years' working experience with the BCA, the building code, and pertinent by-laws, regulations and statutes with a minimum of two (2) years Municipal experience;

Certified or eligible for certification in the following:

- Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technologist;
- Association of Architectural Technologists of Ontario (AATO) as an Accredited Architectural Technologist;
- Ontario Building Officials Association (OBOA) as a certified Building Code Official

Must demonstrate corporate competencies: Customer Focus, Results Orientation, Integrity, and Teamwork.

Skills, Abilities, Work Demands

Excellent verbal and written communication, interpersonal and conflict resolution skills with a demonstrated ability to deal professionally with a diverse public, City staff, members of Council, and the ability to prepare and give evidence in court;

Excellent organizational skills and the ability to coordinate and prioritize inspection functions to achieve efficient and effective time management;

Demonstrated ability to prepare concise, detailed and accurate plan review letters and inspection reports, and correspondence;

Well-developed knowledge of current building construction practices, systems and technologies;

Working knowledge and application of the Ontario Occupational Health and Safety Act and Regulations and experience with safety related practices on construction sites;

Able to work independently and as part of a team;

Working knowledge of Microsoft Office Suite and additional related software products with ability to perform data entry;

Knowledge of and experience working with CityView and/or Accela databases considered an asset;

Must adhere to the prescribed code of conduct for inspectors;

Must possess a valid class "G" Ontario driver's license, with access to a reliable vehicle for corporate business purposes;

Must be able to obtain and maintain a satisfactory Criminal Record Check at own expense.


Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers Your resumé must clearly demonstrate how you meet the requirements of the position. Please upload to your profile, any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position you are applying to. We thank all of those who apply, however, only those selected for further consideration will be contacted. The City of Kingston is committed to fostering a positive and progressive workforce reflecting the citizens we serve. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. You can request for accommodation related to the protected grounds at any stage of the City's hiring process, i.e., application, assessment and placement. If you are an individual with a disability and you need accommodation in applying for this position, please email us at HRCity@cityofkingston.ca, quoting the Job Number and the Job Title. If you are invited to participate in the assessment process, we ask that you provide your accommodation needs in advance at that time. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

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