



## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING # CUPE 25.19

### REPOST

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**Position:** Building Inspector III

**Status:** Permanent Full Time

**Employee Group:** CUPE 4700

**Salary:** \$42.87 per hour (less \$1 for the first six months)

**Department:** Development and Cultural Services

**Division:** Building and By-law

**Reports To:** Deputy Chief Building Official

**Location:** Simcoe and Langton, ON

**Posting Period:** May 21, 2019 – June 4, 2019

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#### How to apply:

Follow the link below for the application process:

<https://workable.com/j/1198ABC7D8>

#### Basic Function:

- Assumes the duties of the Deputy CBO in their absence
- Provide advice, interpretation and direction to Building Inspectors in the absence of the Chief Building Official and Deputy Chief Building Official
- Research new building materials, processes and procedures as they relate to the Ontario Building Code
- To provide advice and direction regarding the interpretation of zoning bylaws

#### Knowledge and Experience:

- Three year post-secondary education in civil engineering technology, construction engineering technology or architectural technology or related discipline

- A minimum of 6 years current related experience
- Candidates who are current members of the Ontario Building Officials Association and who have completed certification (CBCO) and have Provincial qualification to inspect in the following classes:
  - Plumbing – All Buildings
  - House
  - HVAC-House
  - Small Buildings
  - Building Services
  - Building Structural
  - Large Buildings
  - Complex buildings
  - On-Site Sewage
- Where such requirements are not met applicant must be willing to pursue qualification by taking courses and have passed all exams within 6 months of date of hire.

#### **Skills and Abilities:**

- Knowledge and understanding of the Occupational Health and Safety Act
- Knowledge and understanding of the Ontario Building Code and regulations
- Valid Ontario driver's license and access to a reliable vehicle
- Computer expertise in corporate standard software (Microsoft Office) and department specific software to data search and entry and to create and modify word processed documents
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act

#### **Position Description:**

- Provide review and inspection of buildings falling within the scope of those described in Row 1 (House), Row 2 (Small Buildings) Row 3 (Large Buildings), Row 4 (Complex Buildings), Row 6 (Plumbing – All Buildings), Row 8 (Building Services), Row 9 (Building Structural) Row 10 (On-Site Sewage Systems) and Row 11 (Detection, Lighting and Power) of Table 3.5.2.1 of the 2012 Ontario Building Code . Interpret, administer and enforce zoning by-laws, the Ontario

Building Code Act and regulations and ensure all other applicable provincial or municipal by-laws are complied with.

- Examine permit applications, building plans, reports and specifications submitted with applications within their area of qualification in order to ensure that compliance with the legislation referred to above, has been achieved; notify applicants of any changes necessary in order to achieve compliance on the basis of the review.
- Perform mandatory and other pertinent on-site inspections of buildings under construction within their area of qualification to ensure compliance with the legislation referred to above, document findings, interpret technical data, test results and reports for the purpose of verifying compliance with all applicable legislation.
- Perform on site inspections and provide advice to by-law enforcement officers for buildings and structures being investigated under section 15 of the Building Code Act.
- Responsible for issuance of various letters, documents and orders such as Orders to Comply, Unsafe condition Orders, Orders Not to Cover and ensure through the Chief Building Official the issuance of Stop Work Orders, Orders Prohibiting Occupancy and Orders to Uncover; all in order to ensure compliance with applicable legislation.
- Interpret and administer Zoning By-laws, prepare letters confirming zoning verification, building compliance and work order searches, responds to legal and public inquiries regarding zoning.
- Respond to technical enquiries and provides advice to the public and other inspectors regarding general construction practise, the Ontario Building Code, TARION Warranty Program, Canadian Farm Building Code, Zoning By-laws and all other pertinent legislative requirements.
- Input all required building and plumbing data on to the Building Division computer permit management system for the purpose of monitoring the status of permits issued, site inspections completed, orders issued and for the compiling of statistical reports for internal use, Statistics Canada, County Assessment Department, Bell Canada, Union Gas and a variety of other departments or agencies.

- Act as Provincial Offences Officer in the enforcement of Provincial Acts and Municipal By-laws and to appear and testify in court proceedings when necessary.
- Calculate permit fees required, receive payment for permits, information letters and documents.
- Accept written requests for information under the Freedom of Information and Protection of Privacy Act.
- Work with Zoning and Building Information Officer providing advice regarding specific issues when required.
- Assume all of the duties and responsibilities of other building inspectors as required.
- Research and /or coordinate information for manuals and other special projects and to provide input into developing/revising procedures and recommending implementation of same.
- Provide the supervisory functions as required by article 3.1.4.2 (b) of the Ontario Building Code when an inspector is enrolled in an approved internship program by the Ministry as outlined in article 3.1.4.2(1) of the Ontario Building Code.
- Perform other duties as assigned

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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education, transcripts preferred.

Thank you for your interest in this position. Only those to be interviewed will be contacted.