



## VACANCY POSTING

<p><b>POSTING #:</b> CUPE-2018-55</p> <p><b>Posting Period:</b> August 20 – September 3, 2019</p>	<p><b>EMPLOYEE GROUP:</b> CUPE Local 4700 (Haldimand)</p> <p><b>POSITION STATUS:</b> Permanent Full-Time</p> <p><b>Hours worked per week:</b> 35</p>
<p><b>POSITION:</b> Building Inspector <b>DEVELOPMENT OPPORTUNITY</b></p> <p><b>Grade:</b> 10 - Out of Schedule Premium Rate</p> <p><b>Wage Rate:</b> \$33.441 - \$38.712 (January 2019 range) * plus temporary Labour Market Wage Adjustment \$4.00 / hour</p> <p><b>or, as outlined in individual development plan per CUPE Letter of Understanding</b></p>	<p><b>DEPARTMENT / DIVISION:</b> Community &amp; Development Services / Building &amp; Municipal Enforcement Services</p> <p><b>Location:</b> Caledonia Satellite Office</p>

### PURPOSE OF POSITION:

Reporting to the Supervisor, Building & Municipal Enforcement Services, the incumbent will be responsible for compliance with the Building Code Act and the Ontario Building Code relative to construction in Haldimand County.

### EDUCATION & EXPERIENCE:

- Completion of a three year post-secondary diploma or degree in a related discipline (Architectural, Engineering or Construction Technology)

### PLUS

- must have a demonstrated skill set relating to at least one of the following:
  - Plumbing
  - HVAC (house)
  - Septic Systems
  - Framing/Builder /

### PLUS

- Five years current related experience which must be verified
- Must be, or willing to become, a current member of Ontario Building Officials Association

Or equivalent to that combination.

### PLUS

- Must become provincially qualified and registered with the Director of Building and Development Branch MMAH,

Human Resources Division, Cayuga Administration Building,  
45 Munsee Street North - P.O. Box 400 - Cayuga, Ontario N0A 1E0  
OR e-Mail: careers@haldimandcounty.on.ca

within a specified timeline, to inspect in the following classes:

Legal Responsibilities	Small Buildings	Large Buildings
Plumbing – all buildings	Septic Systems	
House	Building Services	
HVAC-House	Building Structural	

#### **KNOWLEDGE & SKILLS REQUIRED:**

- some knowledge of the requirements of the Ontario Building Code, the Building Code Act, Municipal by-laws and other applicable law (Incumbents are required to maintain Ontario Building Code knowledge through continuing education and other learning opportunities)
- strong communication, interpersonal and dispute resolution skills to interact with the public, contractors, consultants, Council and county staff in a professional manner.
- excellent record keeping skills

#### **Computer Expertise:**

**Level 3** - The incumbent must possess introductory and intermediate level computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their

- proven ability to apply essential functions of desktop software to create simple spreadsheets, documents,
- send and receive emails,
- use Internet for research,
- file management
- and/or require introductory to intermediate knowledge of department or division-specific software to accomplish job tasks

#### **Machines Operated:**

- vehicle, cell phone, telephone, photocopier, calculator, staple gun, tape measure, level, flashlight, shovel, camera, fax machine and computer

### **ACCOUNTABILITIES / TASKS**

An individual development plan will outline the required accountabilities/tasks throughout each phase of development.

Upon completion of the development plan, the employee will have obtained all necessary requirements to complete the full accountabilities and tasks associated with this position, which include but are not limited to the following:

- conduct activities relative to:

**Ontario Building Code, Part 3** - With respect to all buildings occupying an area greater than ten square metres (108 square feet) and used for assembly occupancies, care or detention occupancies or high hazard industrial occupancies, and exceeding 600 square metres (6460 square feet) in building area or exceeding three storeys in building height used for major occupancies classified as residential occupancies, business and personal services occupancies, mercantile occupancies, or medium and low hazard industrial occupancies; AND

**Ontario Building Code, Part 9** – with respect to buildings occupying an area greater than ten square metres (108 square feet) of three stores or less in building height, having a building area not exceeding 600 square metres (6460 square feet) and used for residential occupancies, business and personal services occupancies, mercantile occupancies or medium and low hazard industrial occupancies;

- process applications for building permits, including the review of drawings to ensure compliance with the Ontario Building Code, Municipal by-laws and other applicable laws
- issue building permits when plans and supporting documents are complete
- meet with members of the public, contractors, designers, architects and engineers to discuss and review their

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- projects and provide advice
- research and respond to telephone and counter inquiries regarding the Ontario Building Code, Municipal by-laws
- interpret and enforce the Ontario Building Code and Municipal by-laws related to the use of buildings or lands (for example, Property Standards, )
- inspect buildings and structures (existing or new) to ensure compliance with approved plans, Ontario Building Code, Municipal by-laws and other applicable laws and regulations;
- issue orders when / as required for non compliance with the Ontario Building Code and / or Municipal by-laws
- maintain accurate and detailed records of all inspections and / or investigations conducted
- exercise powers and perform duties in respect of only those matters which he or she has the qualifications required by the Ontario Building Code and Municipal By-Laws, and
- exercise powers and perform duties in accordance with the standards established by any applicable code of conduct.
- ensure compliance with applicable provincial and federal laws and regulations and municipal by-laws including the enforcement of same in relation to the Building Code function.
- enforce the County By-law as assigned, including, but not limited to the Property Standards By-law, Sign By-law and Pool Enclosure By-law.
- keep abreast of changes to construction techniques and practices or introduction of new theories and new construction materials
- examine and approve building plans
- issue Building, Plumbing, Septic, Sign, and Pool enclosure permits
- inspect building construction, plumbing installations, septic systems, signs and pool enclosures
- maintain accurate, detailed records of inspections conducted
- must be able to withstand professional, public and political scrutiny (and pressure) where resulting errors may have serious implications on the County's Public image.
- attend training courses and sessions as assigned.
- undertake projects as directed by the Supervisor or Manager

**All Haldimand County employees are expected to:**

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

- a current (within the past 6 months) Police Check      YES – OPP LE 219

**Those who are interested in applying for this position must submit a resume and covering letter as appropriate in confidence to [careers@haldimandcounty.on.ca](mailto:careers@haldimandcounty.on.ca) by 4:30 p.m. on the last day of this posting. Only those who are selected for an interview will be contacted.**

## **AN EQUAL OPPORTUNITY EMPLOYER**

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

*As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.*

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