



**Position: Building Official II**

**Competition Number: 2019-EX-EN-52642020-01**

**Competition posting date: 2019.09.06**

**Competition closing date: 2019.09.19**

Planning, Infrastructure & Economic Development Department, Planning Services, Building Code Services Branch

Up to 8 Full-time Continuous Positions - 35 hours/week

Affiliation: CUPE 503 Inside/Outside

Salary: \$70,288.40 to \$82,238.52 annually (2019 rates of pay)

\* You will initially be paid 95% of your starting rate of pay, in accordance with the collective agreement.

Location: Various

Category: Current Opportunities

Employment Group: Planning/Development/Urban Design

**Job Summary**

The Building Official II is responsible for the review and approval of Building and Demolition Permit applications, inspections and approval of construction, the accounting and release of performance deposits, and the approval of Occupancy Permits for Division B Part 9 buildings and smaller Division B Part 3 buildings regulated by the Ontario Building Code. This includes all disciplines in the Building Code (Use and Occupancy, Energy Efficiency, Structural, Plumbing, Mechanical, Fire Protection, Health and Life Safety), the Zoning By-law and other applicable laws, agreements and development approvals.

Provides a broad range of comprehensive technical, expert and professional advisory services related to the enforcement of the Building Code Act, the Ontario Building Code, and all applicable laws (federal, provincial and municipal), ensuring the minimum standards for public health, life safety, fire protection, access, energy efficiency, and structural sufficiency are met in the design and construction of buildings in the City of Ottawa.

**Education & Experience**

Completion of three (3) years post-secondary education in applicable areas such as Architectural Technology, Engineering Technology (Civil, Mechanical), Building Technology or related program

Minimum of five (5) years of related experience in the design and construction of buildings, which shall include a minimum of three (3) years experience in the application and adherence to Building Code regulations, specifications and referenced standards

Minimum of five (5) years of related experience in the design and construction of buildings, which shall include a minimum of three (3) years in the fields of plan examination, building inspection and enforcement of the Ontario Building Code Act and regulations

- Must have successfully completed the solid fuel burning appliance course as determined by the Building Code Services branch
- Building Officials who are required to undertake field inspections must possess a valid unrestricted Class "G" Driver's License or provincial equivalent with no more than 6 demerit points accumulated

\*Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.



## ***Language, Certificates & Licenses***

- Certified Building Code Official (C.B.C.O.) in the Ontario Building Officials Association (must be attained within 18 months)
- Must have successfully completed the provincially mandated examination program administered by Ministry of Municipal Affairs and Housing relating to: Building Code Act and the Ontario Building Code; and
- In the categories of qualifications that correspond to the types of buildings that will be inspected (reviews of drawings and inspection of construction), and plumbing and mechanical, as set out in the Ontario Building Code

The successful candidate will be required to complete a Criminal Record Check to the City of Ottawa's satisfaction.

Some positions - Designated bilingual – specific level of language proficiency:

French oral, reading, writing required

English oral, reading, writing required

Candidates who do not meet language requirements will be required to participate in training.

## ***Knowledge***

- Demonstrated knowledge of construction drawings (including architectural, structural, plumbing, mechanical, electrical and geotechnical drawings and specifications) combined with an understanding of the different types of regulations associated with the development approval process
- Working knowledge of professional and technical practice in all disciplines of the design and construction of buildings (architectural, engineering, plumbing, mechanical, structural, geotechnical, project management, etc.
- Demonstrated working knowledge of the Building Code Act, the Ontario Building Code, Fire Protection legislation, Provincial Offences Act, Environmental legislation, the Planning Act, the Heritage Act, and related regulations and by-laws
- Working knowledge of all referenced standards including, Farm Code, Fire Code, National Fire Prevention Association (NFPA), Canadian Standards Association (CSA), Underwriters Laboratories Canada (ULC), Heating, Refrigeration and Air Conditioning Institute (HRAI) and other approval agencies such as the Building Material Evaluation Commission (BMEC), the Canadian Centre for Construction Materials (CCMC) and the Technical Safety Standards Authority (TSSA)
- Working knowledge of the Building Inspection and Plan Examination Policies, Guidelines and Standards manuals
- Knowledge of applicable Occupational Health and Safety legislation, including the rights and duties of workers
- General knowledge of corporate/departmental policies and procedures related to health and safety

## ***Competencies & Skills***

- Developed interpersonal skills with an ability to communicate effectively both orally and in writing
- Advise expertly on the Ontario Building Code and regulations, and on the impact of these controls on building construction
- Ability to perform complex mathematical calculations
- Ability to prioritize workload with minimal supervision
- Communicate effectively with tact and diplomacy, both verbally and in writing, with all external and internal work related contacts
- Work with the public in a service oriented environment to transfer technical information to non-technical people
- Work in a fast paced, detail-oriented environment with strict service deadlines
- High degree of personal organization and accountability
- Demonstrated proficiency in utilizing computer software programs which meet the corporate standard,



- including such applications such as the MAP System, and remote technology
- Read and interpret technical/detailed drawings, specifications, codes, legislations, regulations and technical reports
  - Convey technical information to varied non-technical stakeholders
  - Exercise sound judgment under limited supervision in adverse conditions and in a time-sensitive environment
  - Work on multiple projects simultaneously and establish priorities and time lines
  - Meet physical demands as assessed. (Physical Demand Checklist available on request)

*If this opportunity matches your interest and profile please apply online by using the "**Apply**" button. If this is your first online application please refer to our resources on how to apply for jobs online.*

*We thank all candidates for their interest, however, only those selected to continue in the selection process will be contacted.*

*The City of Ottawa is committed to providing quality services by establishing a qualified workforce that reflects the diverse population it serves. The City encourages applications from all qualified individuals.*

*Accessible formats and communication supports are available upon request. Please contact the HR Service Centre at 613-580-2424, extension 47411.*