



## Building Inspector Generalist

Six (6) permanent, full-time positions – Toronto, ON

**Are you knowledgeable about construction work and experienced in inspecting houses and small buildings? Can you both promote and ensure compliance with applicable codes, standards, by-laws and legislation? If so, join the Toronto Building Division as a Building Inspector Generalist.**

As an **Inspector Generalist**, you will conduct site inspections of small buildings and houses at mandatory stages of construction, to check and enforce compliance with the reviewed permit documents, the Ontario Building Code, and related legislation.

As an **Inspector Generalist, Infill/Dedicated Housing Construction**, you will conduct inspections of residential infill housing projects and follow up on open (dormant or stale) building permits, to check and enforce compliance with the reviewed permit documents, the Ontario Building Code, and related legislation.

### MAJOR RESPONSIBILITIES

Your primary responsibilities as a Building Inspector Generalist will be varied, but you'll be expected to:

- Inspect construction and demolition for compliance with the reviewed permit plans, the Ontario Building Code, referenced standards and applicable law, within the building, plumbing, and HVAC disciplines, within the timeframes specified in the legislation.
- Organize workload, schedule inspections, and document inspection results, including the collection and attachment of photographs, documents, and reports in the Division's computerized records management and tracking system.
- Provide instruction to contractors, architects, engineers and the public on the regulations and compliance matters as they relate to building construction, and construction-related By-Laws and investigate complaints.
- Review plans and specifications from all disciplines to ensure overall compliance with the Ontario Building Code, as required.
- Verify existing site conditions on permit drawings and/or information on municipal addresses, Committee of Adjustment and Toronto Local Appeal Body or Local Planning Appeal Tribunal (LPAT) decisions.
- Inspect and co-ordinate with other divisions and outside agencies to determine compliance with planning agreements.
- Investigate complaints regarding contraventions of statutes, regulations, and By-Laws (e.g. noise, civil disputes).
- Advise the Ministry of Labour of unsafe working conditions or sites and participate in investigations.
- Inspect fire-damaged or unsafe buildings to determine the extent of damage and need for repairs/replacement.
- Inspect structural collapses and collaborate with other agencies involved.
- Inspect and prepare evidence for presentation before the courts.
- Represent the City in civil litigation.
- Inspect signs for compliance with the Ontario Building Code and Sign By-Law(s) and issue notices of non-compliance for contraventions of the Sign By-Law.
- Prepare court briefs, appear and give evidence in court on charges under the Building Code Act.
- Respond to applications and give evidence before the Building Code Commission, and the Toronto Local Appeal Body on the Ontario Building Code Act, the Ontario Building Code and other applicable laws.
- Respond to enquiries from the public concerning requirements of the Ontario Building Code and applicable law affecting new construction.
- Issue Orders and Notices of Violation (Ticket Offence Notices) in response to deficiencies.

- Attend meetings with the public and members of Council.
- Liaise with other divisions, provincial bodies, agencies and organizations regarding regulations and compliance.
- Inspect for partial occupancy and full occupancy clearances.
- Inspect to determine Building Code and applicable law compliance for liquor licence applications.
- Prepare detailed and accurate reports.
- Review consultants' field reports for accuracy and completeness.
- Verify that materials and methods of construction meet approved standards and construction practices.
- Inspect on-site materials and conditions to ensure compliance with the Ontario Building Code.
- Monitor outstanding orders, initiate pre-court hearings and recommend that legal action be taken.
- Issue Orders to Comply when infractions of regulations are found and give evidence in court when legal action is required to obtain compliance.
- Liaise with City Councillors, other divisions, community groups, agencies, other levels of government and other bodies.
- Approve alternative design and equipment substitutions that vary from the reviewed permit documents.
- Make recommendations to improve divisional policies, procedures and practices.
- Contribute to special teams to work on divisional projects.
- Represent the Division at various committees and meetings.
- Train and mentor staff.

#### **KEY QUALIFICATIONS:**

Your application for the role of **Building Inspector Generalist** must describe your qualifications as they relate to:

1. Post-secondary degree or diploma in a discipline such as architectural technology, building science, or civil engineering technology, or an equivalent combination of education and experience.
2. Considerable experience with performing building inspections of houses and small buildings or related experience in the construction and renovation industry.
3. Considerable experience with reviewing construction drawings and permit drawings for houses and small buildings.

#### **You must also have:**

- Must possess or be able to pass the tests for, the following Ministry of Municipal Affairs and Housing BCIN qualification requirements for building officials: General Legal, Small Buildings, Plumbing – All Buildings, Building Services and Building Structural.
- Thorough knowledge of the Ontario Building Code, Ontario Building Code Act, including HVAC and Plumbing systems, and other applicable legislation/construction standards.
- Considerable knowledge of the work performed by the various professionals and sub-trades on a construction project.
- Knowledge of, and ability to apply, the Ontario Occupational Health and Safety Act and Regulations relevant to building construction.
- Knowledge of Part 9 buildings.
- Knowledge of the responsibilities and the jurisdiction of other Departments, and Provincial and Toronto Agencies.
- Knowledge of the construction of all types of buildings.
- Ability to read and interpret plans, specifications, codes and by-laws.
- Good written communication skills with the ability to prepare concise, detailed and accurate reports and correspondence, and operate a computer.
- Good oral communication skills and the ability to submit oral evidence in court.
- Ability to deal effectively and courteously with customers, the general public and all levels of staff by telephone, in person and in writing.
- Ability to train and mentor inspection staff

- Skill using computer technologies.
- Good interpersonal, problem-solving and conflict management skills.
- Ability to plan, organize and manage work with minimal supervision and complete assigned duties accurately and within timelines.
- Ability to handle confidential and sensitive information with discretion and tact.
- Physical capability of performing required duties and ability to work in all weather conditions.
- Possession of, and ability to maintain, a valid Ontario Class "G" Driver's Licence and access to a properly insured vehicle.
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

**Wage Range:** \$43.10 - \$47.25 per hour

**Number of Positions Open and Work Locations Information:**

- **Three (3) permanent vacancies located at North York Civic Centre, 5100 Yonge Street**
- **Three (3) permanent vacancies located at Toronto & East York, 95 The Esplanade**

**A Candidate List will be established and remain in effect for one (1) month** after the posted opportunities have been filled. This list will be used to fill current and any additional Permanent & Temporary vacancies in the same posted position that may become available in the Toronto Building Division.

**Work for the City you love**

Toronto is Canada's largest city, the fourth largest in North America, and home to a diverse population of about 2.8 million people. Consistently ranked one of the world's most livable cities, we are a global centre for business, finance, arts and culture. Join the award-winning Toronto Public Service as a Building Inspector Specialist within our Toronto Building Division.

**How to Apply:**

For more information on these and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume, quoting **Job ID 652**, by **December 23, 2019**.

**Equity, Diversity & Inclusion**

The City of Toronto is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Please click on the link to learn more about the City's commitment to [employment equity](#).

To meet organizational needs, consideration for placement will be given to successful candidates from Indigenous and equity-seeking groups and/or individuals who have experience working with diverse populations.

**Accommodation**

The City is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request. Learn more about the City's Hiring Policies and Accommodation Process.](#)