



## **BUILDING CODE EXAMINER**

<b>Job ID:</b>	<b>1898</b>
<b>Job Category:</b>	<b>Audit, Compliance &amp; Inspections</b>
<b>Division &amp; Section:</b>	<b>Toronto Building, Tor Bldg Scarborough District</b>
<b>Work Location:</b>	<b>Various - see below</b>
<b>Job Type &amp; Duration:</b>	<b>Full-time, 1 Permanent, 1 Temporary (15 month duration)</b>
<b>Hourly Rate &amp; Wage Grade:</b>	<b>\$40.85 - \$44.76</b>
<b>Shift Information:</b>	<b>Monday to Friday, 35 hours per week</b>
<b>Affiliation:</b>	<b>L79 Full-time</b>
<b>Number of Positions Open:</b>	<b>2</b>
<b>Posting Period:</b>	<b>06-Dec-2019 to 20-Dec-2019</b>

### **Vacancies known at the time of the posting:**

- **1 permanent vacancy - Scarborough Civic Centre, 150 Borough Drive**
- **1 temporary vacancy - Scarborough Civic Centre, 150 Borough Drive (approximately 15 months)**

### **Major Responsibilities:**

- Examines, corrects, signs and approves architectural as well as associated structural, fire service, electrical, mechanical and building services plans and specifications for compliance with Building Code and related By-laws and regulations within the timelines specified in the legislation. Verifies that materials and methods of construction meet approved standards and construction practices. Prepares notices indicating deviations or non-compliance with City By-laws and other applicable regulations.
- Calculates construction costs, building permit fees, quantity take-off, other fees and charges related to building permit application and issuance.
- Responds to enquiries from the general public, contractors, designers, architects, engineers, City Councillors, and other stakeholders, regarding interpretations of By-laws, regulations and City/divisional policies and procedures. Conducts meetings with the interested parties regarding the above. Resolves conflict and offers possible solutions to ensure compliance.
- Conducts plan examinations manually or electronically, advises applicants of required changes and informs them of divisional and City policies and procedures.
- Advises applicants and City employees regarding policies, procedures, and building permit application requirements.
- Performs site inspections to resolve construction problems and provides technical advice to Building Inspectors.
- Determines which other divisions or agencies are involved in approving applications, forwards plans and ensures comments or approvals are obtained prior to issuing permit.
- Coordinates required phasing of building permits for projects and the collection of related approvals from divisions and external agencies.
- Prepares examiners' notices and documents examination details. Inputs and updates divisional database.
- Appears and gives evidence in court on Building Code and other building regulatory matters and gives presentations at the Building Code Commission in matters of disputes over Building Code interpretation.
- Liaises with other divisions, agencies and levels of government.
- Represents the Division at various committees and meetings.
- Trains and mentors staff.

## **Key Qualifications:**

### **Your application 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. Experience reviewing drawings for compliance with the Ontario Building Code.
3. Experience in the construction industry or building design.
4. Experience with computer applications such as CADD, MS Office, Amanda and other engineering or architectural software.

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

- Ability to obtain the following Ministry of Municipal Affairs and Housing BCIN qualification requirements for building officials: Legal, Small (which includes House), Complex (which includes Large) and Structural.
- Knowledge of the Ontario Building Code.
- Knowledge and understanding of all aspects of building construction and related legislation.
- Knowledge of, and ability to apply, the Ontario Occupational Health and Safety Act and Regulations relevant to workplace safety.
- Good interpersonal, problem-solving and conflict management skills.
- 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 plan, organize and manage work with minimal supervision and complete assigned duties accurately and within timelines.
- Ability to work well autonomously or within a group or team environment.
- Good verbal and written communication skills.
- Ability to handle confidential and sensitive information with discretion and tact.
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.
- Membership in Professional Engineers Ontario, the Ontario Association of Certified Engineering Technicians and Technologists, the Ontario Association of Architects, or other recognized professional building design association is an asset.
- A CBCO certification from the OBOA is also an asset.

## **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 Code Examiner within our Toronto Building Division.

### **How to Apply:**

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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 1898**, by **December 20, 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](#).

## **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.](#)