



Building Inspector & Plans Examiner

Job Posting: Building Inspector & Plans Examiner

Location: Municipal Office – 52 Seguin Street, Parry Sound ON

Competition Number: 200013

Located amidst the 30,000 islands of Georgian Bay and a 2.5-hour drive north of Toronto, the Town of Parry Sound offers an exceptional quality of life. Join our team in the newly created role of **Building Inspector and Plans Examiner**, an essential member of the Development and Protective Services Department.

Essential Duties and Responsibilities:

Reporting to the Chief Building Official, the Building Inspector & Plans Examiner is responsible for providing a variety of plans review, administrative, inspection and enforcement related functions pertaining to the Building Code Act and related municipal by-laws. The Building Inspector & Plans Examiner carries out activities in support of the Chief Building Official (C.B.O.).

Building Permit Applications

1. Processes building permit applications; receives and reviews plans and applications; discusses the content of applications with property owners and/or their representatives and designers.
2. Communicates an opinion to the supervisor, either recommending issuing a permit OR recommending not to issue a permit and documenting all reasons why a permit ought not to be issued.
3. Explains technical requirements of the Building Code, the Zoning and Building By-laws, to applicants and/or designers, and other people making inquiries.
4. If appointed as an inspector, the following applies:
 - 4.1. Role of Inspector as defined by the Ontario Building Code Act (to exercise powers and perform duties) - Sub-section 1.1.(7).
 - 4.2. Conducts required and supplementary inspections and checks building construction for compliance with the Building Code Act, Regulations and By-laws. Documents observations and reviews the same with the property owners and/or contractors and/or supervisor.
 - 4.3. Prepares and issues various written Orders, as prescribed under the Code, and documents the reason(s) for their issue.
 - 4.4. May be required to give evidence in a court or in front of tribunals.



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Other

1. Corresponds with co-workers and clients verbally, in writing and through email and other electronic means.
2. Performs such other duties as may reasonably be required by the supervisor.
3. If appointed as an inspector, on rare occasions during the absence of the CBO, carries out some duties of the CBO.

Education, Experience, Knowledge, Skills:

1. Minimum two year Post Secondary School Diploma in a building science.
2. Must be registered with the Ministry of Municipal Affairs and Housing (MMAH) and have a Building Code Identification Number (BCIN).
3. Passed the General Legal/Process Exam and at least one technical exam.
4. Knowledge of building construction and theory through formal training pertinent to building construction (designer or construction/trades), preferably with knowledge of survey and drafting techniques.
5. Some practical experience in building inspection, building administration, by-law enforcement, etc. is considered an asset.
6. Good computer skills are required, particularly with Excel; ESRI GIS is a "preferred skill"; the ability to use a database and/or Autocad would be an asset. Must be proficient in MS-Word.
7. Exhibits a high degree of initiative and self direction.
8. Displays a commitment to personal professional development.
9. Ability to interpret engineering and surveyor's reports and some knowledge of the principles of drainage.
10. Basic knowledge of municipal operations.
11. Good analytical, organizational, and communication skills.
12. Must have a valid Class "G" Ontario Driver's Licence.
13. Must be bondable.

Working Conditions & Physical Environment:

- Use of computers and telephone.
- Long periods of sitting, good lighting, temperature and noise control.
- Regular working hours for this position are Monday to Friday, 8:30am to 4:30pm with a one-hour lunch break for a total of 35-hours per week.



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Health & Safety:

All employees working for the Corporation of the Town of Parry Sound are governed by the Corporations Health & Safety Policy.

- Ensure that all operations are conducted in a safe manner and in accordance with the established policies and procedures.
- Ensure that all operations are conducted in a safe manner and in accordance with the Occupational Health and Safety Act and Regulations.
- Ensures proper ergonomic requirements are met, and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Compensation:

This is a full-time permanent unionized job with a 2020 starting wage at \$26.43/hour and a 35-hour work week. Subject to a successful 5-month probationary period, the wage rises to \$29.04 or 100% job rate. The successful candidate will be eligible for OMERS Pension and provided a comprehensive benefits package.

Accessibility:

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require an accommodation, we will work with you to meet your needs.

Application Process:

Interested candidates may submit a cover letter and resume by 4:00 pm Friday, October 9, 2020, in the following ways:

Email: In **one** document, your resume and cover letter, under the subject line "[**your name-Competition 200013 Application**]" to Alicia Lesperance, Human Resources Coordinator alesperance@townofparrysound.com.

Mail or Drop-Off: Attention Human Resources
52 Seguin Street, Parry Sound, ON P2A 1B4

We thank all applicants for their interest. We will contact those applicants selected for an interview.



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Privacy:

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.