

## Mechanical Inspector III

The City of Guelph is a vibrant and diverse community with a unique sense of place located in southern Ontario along the Innovation Corridor that runs between Toronto and Kitchener-Waterloo. We are also one of Canada's fastest-growing cities with a projected population increase from 135,000 people to almost 170,000 in the next 10 years. Guelph is consistently ranked as one of the best places in Canada to live, work, and play—all good reasons to consider a career in this beautiful city.

### Job summary

Resumes are being accepted for the position of Mechanical Inspector III with Building Services. The successful candidate will demonstrate leadership skills with a focus on quality customer and continuous improvement processes. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision – an inclusive, connected, prosperous city where we look after each other and our environment.

### Duties

#### **Mechanical Inspector III:**

- Perform plumbing & HVAC inspections of all types of industrial, commercial, institutional and large residential construction projects under Part 6, 7 and 8 of the Ontario Building Code.
- Review plumbing and HVAC system drawings for commercial, industrial, institutional and multi-residential permit applications.
- Review outside service plans as part of Site Plan approval process.
- Review and issue Plumbing, HVAC, Sewage System and Backflow Preventer Permits
- Provide coverage for the Septic System Maintenance, Backflow Prevention and Radon Mitigation Programs.
- Assist Mechanical Inspector II's with plumbing inspections on all low rise residential buildings and associated ancillary buildings.
- Assist Building Inspector III's and perform inspections on fire protection systems such as sprinkler and standpipe systems when required.
- Perform municipal by-law, business licence and liquor licence inspections, as needed.
- Prepare and issue reports, letters and Orders in relation to on-site inspections and plans examination.
- Issue Provincial Offence Notices and Informations under the Provincial Offences Act and attend court, as necessary as directed in the Legal Procedures Manual to ensure compliance with the Ontario Building Code and Municipal By-laws.
- Establish and maintain good relations with the public, professionals and City staff.
- Support and develop relationships with our industry partners including mechanical engineers, mechanical contractors and the like.
- Be willing to be an active member of associations such as the Mechanical Services Advisory Committee, Canadian Standards Association committee and the like.
- Perform other related duties as assigned.

## Qualifications

- Extensive experience related to the duties listed above, normally acquired through certification by the College of Trades as a; Journeyman Plumber, a Heating and Refrigeration Mechanic, Sheet Metal Worker OR a person who has completed of a minimum 3 year Mechanical Engineering Technology Diploma AND over has over 5 years of related experience.
- Preference will be given to candidates who have municipal inspection experience.
- Accredited (or in the process) with the Ontario Building Officials Association as a Certified Building Code Official. Alternatively, accredited with Ontario Plumbing Inspectors Association as a Certified Plumbing Systems Inspector.
- Must be qualified with the Ministry of Municipal Affairs and Housing in the following categories: Duties of a CBO, General Legal, House, Small Buildings, Large Buildings, Plumbing - House, Plumbing – All Buildings, HVAC – House, Building Services, On-Site Sewage Systems, Fire Protection. Candidates not possessing all of the above qualifications may be considered if they are willing to become qualified within a reasonable timeframe.
- Strong team leadership skills with the ability to provide effective work direction, training, guidance and support to staff.
- Must possess a valid "G" driver's licence with a good driving record (a current driver's abstract may be required at time of offer).
- Demonstrated knowledge and ability to interpret Codes, By-laws and working (construction) drawings, with an excellent understanding of the Building Code Act, Ontario Building Code (Particularly Part 6, 7 and 8, Division B), Ontario Fire Code and municipal by-laws.
- Experience in Plans Examination.
- Experience with NFPA Fire Codes, including NFPA 96 "Ventilation Control and Fire Protection of Commercial Cooking Operations" and similar special process standards would be considered an asset.
- Certification as a Licenced Cross Connection Control Device Tester as issued by AWWA, ASSE or equivalent would be an asset.
- Experience in the identification and protection of cross connections on potable water systems would be an asset.
- Strong level of judgement and ability to resolve complex problems related to inspections.
- Must possess strong team skills, customer service and conflict resolution skills.
- Able to prioritize and schedule complex tasks and work independently.
- Proven ability to perform under pressure.
- Must be a reliable self-starter. Able to function with minimal supervision, as well, work as part of a team, and undertake all aspects of the job thoroughly and willingly.
- Have strong organizational skills with the ability to manage multiple tasks in a demanding work environment with excellent prioritization and scheduling skills.
- Must maintain a neat professional appearance
- Have excellent written and verbal communication skills with the ability to communicate with all levels of staff, contractors, stakeholders and the general public in a courteous professional manner.
- Must possess intermediate computer skills with Microsoft Outlook, Word and relevant software.
- Experience with building permit related software (preferably AMANDA) would be an asset.
- Knowledge of the Provincial Offences Act and the Occupational Health & Safety Act.
- Must be able to perform the physical requirements of the job which includes walking, sitting and standing for extended periods of time; climbing, crawling and stooping will also be required on a regular basis in various weather conditions.

- A satisfactory Police Record Check and Vulnerable Sector Check would be required at time of offer.



## Rate

\$41.45 - \$50.90 per hour

## How to apply

Qualified applicants are invited to apply using our **online** application system by **Sunday, July 25, 2021**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.

Please visit the job posting listed on our careers page and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.