



**Job Title:** Building and Plumbing Inspector (Sewage Systems)  
**Job Number:** J0521-0202  
**Job Category:** Building Inspection  
**Department:** Planning, Building & Licensing  
**Bargaining Unit:** CUPE  
**Job Type:** Full Time  
**Hours of Work:** 35 hrs/wk  
**Salary:** \$34.94 - \$41.12/Hour  
**Closing Date:** July 29, 2021

## Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah-nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and is the home of many Indigenous peoples. We are grateful to reside and work on this land.

Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government. Kingstonians enjoy a high quality of life with access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

We take our core values of Trust, Respect, Integrity and Pride seriously and apply these standards to everything we do. We foster a working environment that reflects our community's diversity and respects people's dignity, ideas and beliefs. The City of Kingston views diversity as its strength and encourages people from all backgrounds, including but not limited to women, racialized groups, Indigenous peoples, Persons with Disabilities and persons who identify as members LGBTQ+ communities, to apply.

## Position Summary

The Building and Plumbing Inspector is responsible for conducting plan reviews and site inspections at various stages of construction ensuring buildings, structures, uses, and related systems are in compliance with the approved permit documents, plans and specifications; the Building Code Act and building code as amended Ontario Building Code (OBC); any referenced standards/documents and related legislation.

### KEY DUTIES & RESPONSIBILITIES:

Review construction plans, specifications and reports from designers, engineers and architects to establish compliance with the OBC, municipal regulations and applicable standards.

Issue permits and complete site inspections for residential, institutional, commercial and industrial properties with regards to structure, plumbing, wiring, heating systems, sanitation, fire and safety;

Serve notice stating specific defects to owners or to other appropriate parties when standards do not comply with the regulations and by-laws;

Review construction projects to confirm compliance to Ontario Heritage Act;

Coordinate and prioritize workload and monitor construction activity in assigned geographic area including review of site plans, blueprints and specifications;

As a Provincial Offences Officer, enforce Ontario Building Code (OBC) requirements through the courts where necessary;

Liaise and maintain good public relations with department clientele including architects, engineers, lawyers, the public, other departments and government agencies;

Other duties as assigned.

## Qualifications, Competencies

3 year Diploma in Civil Engineering Technology, Architectural Technology, or equivalent;

Successful completion of the provincial mandated examination program administered and authorized by the Ministry of Municipal Affairs and Housing, in accordance with the Building Code Act (BCA) and the building code in the categories of qualifications set out in the building code as follows:

- General Legal/Processes or Powers and Duties of Chief Building Officials
- On-Site Sewage Systems

Preference will be given to applicants who have also successfully completed the following:

- House
- HVAC House
- Small Buildings
- Plumbing All Buildings
- Large Buildings
- Complex Buildings
- Building Structural, and
- Building Services

4 years' experience with the BCA, the building code, and pertinent by-laws, regulations and statutes with a minimum of two (2) years Municipal experience;

Certified or eligible for certification in the following:

- Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technologist;
- Association of Architectural Technologists of Ontario (AATO) as an Accredited Architectural Technologist;
- Ontario Building Officials Association (OBOA) as a certified Building Code Official

Must demonstrate corporate competencies: Customer Focus, Results Orientation, Integrity, and Teamwork.

## Skills, Abilities, Work Demands

Excellent verbal and written communication, interpersonal and conflict resolution skills with a demonstrated ability to deal professionally with a diverse public, City staff, members of Council, and the ability to prepare and give evidence in court;

Excellent organizational skills and the ability to coordinate and prioritize inspection functions to achieve efficient and effective time management;

Demonstrated ability to prepare concise, detailed and accurate plan review letters and inspection reports, and correspondence;

Well-developed knowledge of current building construction practices, systems and technologies;

Working knowledge and application of the Ontario Occupational Health and Safety Act and Regulations and experience with safety related practices on construction sites;

Able to work independently and as part of a team;

Working knowledge of Microsoft Office Suite and additional related software products with ability to perform data entry;

Knowledge of and experience working with CityView and/or Accela databases considered an asset;

Must adhere to the prescribed code of conduct for inspectors;

Must possess a valid class "G" Ontario driver's licence, with access to a reliable vehicle for corporate business purposes;

Must be able to obtain and maintain a satisfactory Criminal Record Check at own expense.

## Closing Statement

Please apply to Career Opportunities at: [www.cityofkingston.ca/Careers](http://www.cityofkingston.ca/Careers)

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at [HRCity@cityofkingston.ca](mailto:HRCity@cityofkingston.ca).

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.