



## Town of Erin

### Building Inspector

*Job description and duties are currently under review*

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**Business Unit:** Building & Enforcement

**Position Title:** Building Inspector

**Reports To:** Director of Building/Enforcement & CBO

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#### **PURPOSE & SCOPE OF POSITION**

The Building Inspector shall be responsible for providing assistance to the Chief Building Official (CBO) for duties regulated by the Building Code Act and the Ontario Building Code (OBC). The incumbent in this position will process building permit applications, provide review of plans, documents and specifications to ensure compliance with the OBC and all other applicable laws.

#### **Position Requirements**

##### *Education and Certifications*

- Post-secondary diploma, degree and/or certificate in architecture, structural engineering or related field.
- BCIN identification required.
- Must be qualified with the Ontario Ministry of Housing in a category of qualification set out in the OBC for house, plumbing – house, HVAC – house and on-site sewage systems.
- Must be qualified with the Ontario Ministry of Housing in a category of qualification set out in the OBC for small buildings, building structural, building services detection, lighting and power and fire protection or working towards completion of qualifications.
- Must have or be eligible for membership in the Ontario Building Officials Association (OBOA).
- Must be in good standing with OBOA and have CBCO/BCQ certification, or working towards certification.
- Completion of Occupational Health & Safety certification or working towards it.

##### *Experience and special requirements*

- 3-5 years of related experience in the field or equivalent combination of experience and education in the field.
- Proficiency in MS Office Suite.
- Experience with Bluebeam and Keystone an asset.
- Great organizational and communication skills.

#### **Major Responsibilities**

- Provides assistance to the CBO in the enforcement of the Building Code Act, the OBC, Fire Code and other applicable laws.
- Provide review of plans, documents and specifications to ensure compliance with the OBC, Fire Code and other applicable laws.

- Review and approve sewage system applications.
- Receive inspection requests and perform inspections of buildings under construction within the Town of Erin including residential, commercial, industrial and institutional.
- Perform prescribed inspections as outlined in the OBC as well as additional inspections as per the Chief Building Official.
- Interaction with various contractors, trades, designers, installers, architects, engineers and property owners both in the office and on-site.
- Provide advice on methods and materials of general construction, Building Code and Building Code Act, septic and sewage design and construction, local by-laws and other applicable legislation and applicable laws.
- Must be able to read and understand technical drawings along with technical reports, documents and correspondence related to construction.
- Investigate reports of possible construction performed without benefit of a building permit.
- When required, must issue Orders under the Building Code Act. Knowledge and understand correct procedures for issuing Orders and investigating legal proceedings through the Ontario Courts for prosecution under the Building Code Act. Attend court hearings as required; give testimony and liaise with legal representatives as required.
- Maintain and update records pertaining to building permits. Utilize computer system and policies and procedures to ensure proper documentation.
- Keep abreast of all OBC changes, amendments and updates as they apply to construction.
- Administrative support where required by the CBO.
- Other duties as assigned.

### **Working Conditions and Environment**

- This position will be based out of the Town Offices.
- This position is compensated at \$67,576.60-\$79,042.60 annually.
- Normal office hours are 8:30am-4:30pm, Monday through Friday, however the incumbent may be required to work outside of normal business hours.
- This position is for a 35-hour a week position.
- Working conditions may include inclement weather.
- Must be in excellent physical health and be able to climb ladders and enter confined spaces.
- Valid driver's license and use of a personal vehicle are required.

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**Interested applicants may submit their resumes to [HR@erin.ca](mailto:HR@erin.ca). Resumes will be accepted until 4:00 pm on September 24th 2021**

The foregoing represents a reasonable statement of the requirements of this position. Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.