

# Town of Wasaga Beach

## JOB DESCRIPTION



Department: Building & Development	Division: Building & Development
Effective Date: January 1, 2007	Revision Date: May 12, 2022
Approved By:	Wage Range: \$40.36 - \$47.22
Hours of Work: 40 Hrs/wk; 8:00 am-4:30 pm	Value Group: Group 7

### JOB TITLE:

Building & Development Inspector

### REPORTS TO:

Director of Building & Development & Chief Building Official

### SUBORDINATE POSITIONS:

None

### JOB PURPOSE:

In support of Council's objectives and with a focus on excellence in customer service and continuous improvement, this role will: administer all aspect of the Ontario Building Code Act, the Ontario Building Code, and ensuring compliance with Applicable Law as defined in the Ontario Building Code; review permit applications and site plan submissions for conformity to the OBC, Town Standards, and applicable law; issue building permits from large scale complex projects to small incidental residential projects; conduct site inspections of all aspects of new construction, renovation, and change of use of buildings; monitor construction activity for building without a permit; as required, issue Orders as provided for in the Act, lay charges, and make court appearances; aid other agencies with technical inspections, such as aiding Property Standards with technical input and planning and engineering staff for on site compliance of subdivision agreement requirements and site plan requirements; inspect all aspect of construction and plumbing in all classes of building i.e. residential, commercial, institutional, etc.; liaise with public, contractors, home owners, and municipal staff regarding building sciences, construction processes and materials and Building Code requirements.

**TASKS:****% of Time**

- 1. Field Inspections 60%**
  - Inspect various construction elements for Ontario Building Code compliance, including plumbing, septic systems, commercial, residential, industrial construction;
  - Observe compliance on construction sites and conduct inspections as requested or required;
  - Be creative, empathetic, and fair to solve problems encountered, mediate resolutions focussed on the best community outcome;
  - Write and/or verbalize either compliance/deficient construction items for contractor/public;
  - Determine necessity for Lot Grading plan/design;
  - Determine necessity while on site to inform other Town departments or other regulatory agencies of on site infractions.
  
- 2. Administration/Reports 20%**
  - Review plans and documents for sufficiency of compliance with Ontario Building Code;
  - Review site plan submissions for applicable law and Ontario Building Code Compliance;
  - Issue permits based on Ontario Building Code Compliance;
  - Undertake research on construction related problems;
  - Issue Orders, undertake record management, review, interpret, and resolve old files;
  - Inspection of water installations to ensure compliance with required standard;
  - Review Business Licence applications;
  - Aid and report on Property Standards inspections and reports when required.
  
- 3. Answering Public Inquiries 15%**
  - Provide technical information to general public, contractors, suppliers and municipal staff;  
On-site or by phone, email, mail, fax, or in person;
  - Guide members of the public and contractors thru the building permit process, reducing red tape and promoting a “one window” approach to development applications.
  
- 4. Meetings/Conferences/Seminars/Other 5%**
  - Attend monthly building official meetings/technical sessions and OPIA meetings;
  - Attend annual building official conference and related training seminars as required;
  - Attend meetings with industry professionals to advise of ongoing OBC amendments and process changes;
  - Attend onsite meetings with residents to advise of submission requirements;
  - Participate and collaborate in interdepartmental committees and projects to further the objectives and goals of the Town;
  - Other duties as may be assigned.

**QUALIFICATIONS / EDUCATION:**

- Completion of a Secondary School diploma and preferably a post-secondary diploma in architecture, engineering or related program;
- Valid registration in OBOA Internship Program;
- Certification in all or some of the following categories of qualifications as set out by the Ministry of Municipal Affairs and Housing and the Building Code Act: General Legal/Process; House; Small Buildings; Plumbing – All Buildings; HVAC; Building Services; Building Structural; Large Buildings; and Complex Buildings;
- Proven experience in municipal infrastructure and construction;
- Strong organizational and project management skills;
- Exceptional interpersonal and oral and written communication skills;
- Well developed public relation skills and proven leadership ability;
- Must be a team player with a commitment to quality customer service;
- Proficient in Windows, Outlook and Microsoft Office applications and municipal building permit software program;
- Able to physically perform the duties of the role and work in inclement weather;
- Valid Class 'G' Driver's License in good standing;
- Ability to provide upon hire an appropriate drivers' abstract and criminal records check.

**PROFESSIONAL DESIGNATION:**

- CBCO- Certified Building Code Official (Asset)
- Qualified inspector by Ministry of Municipal Affairs and Housing

**EXPERIENCE (needed to perform job):**

5 (five) years previous related job experience, 3 (three) years on the job, 8 (eight) years total relevant experience.

**ACKNOWLEDGEMENT OF RECEIPT:**

\_\_\_\_\_  
Employee (please print name & sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR/Manager (please print name & sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head (please print name & sign)

\_\_\_\_\_  
Date