



A Natural Attraction

Job Posting

The City of Quinte West invites applications for the following full-time position:

Building Inspector Planning and Development Services

The Building Inspector is responsible for site inspections, examining and recommending for approval, or rejection, applications for building permits based on plans and specifications submitted in compliance with the Ontario Building Code Act, the Ontario Building Code and referenced standards, within a geographic area or on an assigned project basis. The Building Inspector is also responsible for the enforcement of the Property Standards, Cross Connection, Back Flow Prevention and Sign By-laws within a geographic area or on an assigned basis.

Senior Building Inspectors have the following additional responsibilities:

In the absence of the Chief Building Official, the Senior Building Inspector is responsible for making decisions regarding submissions under the aforementioned Provincial Statutes and regulations.

Duties and Responsibilities:

The position will:

- Be responsible for receiving, reviewing and recommending for approval, building, demolition, on-site septic, sign and plumbing permits ensuring compliance with applicable law.
- Participate as required regarding consultation with architects, engineers and property owners and contractors regarding proposed development in the municipality.
- Conduct field inspections to ensure that all permits comply with the Ontario Building Code and Ontario Building Code Act.
- Prepare detailed inspection reports on each project.
- Assist the Chief Building Official with the preparation and submission of reports to the Federal, Provincial and Municipal Governments on permit and By-law activity to enable all levels of government to monitor development activity.

- Assist the Chief Building Official with the preparation and submission of reports to the Planning and other City departments on the suitability of proposed building site to support development, including on-site septic systems.
- Assist with maintaining records and files relative to the Building, Plumbing, On-site Septic and Cross Connection and Back Flow Prevention and Property Standards functions.
- Maintain continuous visual checks for unauthorized work; illegal infractions against By-laws and contravention to regulations and report on the same.
- Prepare correspondence and carry out inspections for dealing with infractions against Ontario Building Code and Ontario Building Code Act, the Property Standards By-law, Sign By-law, Cross Connection and Back Flow Prevention By-law and take corrective action in accordance with the Code and By-laws as required.
- Assist with the preparation of evidence for court cases and act as a witness as required, particularly, act as a key witness on behalf of the City in court cases involving interpretation of Ontario Building Code and Ontario Building Code Act, Property Standards By-law, Sign By-law, Cross Connection and Back Flow Prevention By-law.
- Conduct field inspections to ensure compliance with site plan and subdivision agreements.

Senior Building Inspectors have the following additional responsibilities:

- Be responsible for receiving, reviewing and recommending for approval, building, demolition and plumbing permits ensuring compliance with applicable law.
- In the absence of the Chief Building Official, be responsible for receiving, reviewing, approving and issuing building, demolition and plumbing permits.
- Conduct field inspections to ensure that all new structures comply to the Ontario Building Code and Ontario Building Code Act.
- Assist the Chief Building Official with the development of policies, procedures, standards and specifications related to the inspection function.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

Contacts:

The position will have direct contact with:

Internal: The Chief Building Official, Deputy Building Official, Director of Planning and Development, Building Inspectors and other City Staff.

External: The general public, Provincial and Federal government staff and agencies, developers, contractors, property owners, Engineers and Architects.

Education/Specialized Training/Skills:

The position will require:

- Three (3) year college Diploma in Architecture, Engineering Technology or Building Sciences or a related field.
- Certified Building Code Official designation.
- Certification and registration in the following Provincial categories of qualifications:
 - a) House
 - b) Small Buildings
 - c) Large Buildings
 - d) Complex Buildings
 - e) Building Structural
 - f) HVAC – House
 - g) Building – Services
 - h) Plumbing – House
 - i) Plumbing – All Buildings
 - j) Fire Protection
 - k) Legal – General
 - l) On-Site Septic
- Thorough knowledge of the Ontario Building Code Act, the Ontario Building Code and referenced standards, Provincial Offences Act and related legislation.
- Qualification maintenance as required by Ontario Building Code Act and the Ontario Building Code.
- Training in Ontario Municipal Law Enforcement and Ontario Property Standards.
- Ability to conduct investigative inquiries under potentially sensitive situations.
- Effective communication skills, both verbal and written, and strong personal organizational capabilities.
- Thorough knowledge of construction materials and techniques.
- Valid Ontario Driver's Licence with a clean driver's abstract.

Work Experience:

Building inspectors require a minimum of five (5) years related experience.

Senior Building Inspectors require a minimum of seven (7) years related experience.

Decision Making:

Decisions pertain to recommending approval or rejection of building, plumbing, sign, on-site septic and/or demolition permits to the Chief Building Official and/or the Senior Building Inspector. On site approval or rejection of construction based on the Ontario Building Code Act and the Ontario Building Code and referenced standards, with complex or questionable situations referred to the Chief Building Official. Final legal decisions regarding legal action are made in consultation with the Chief Building Official.

Senior Building Inspectors have the following additional responsibilities:

Decisions pertaining to approval or rejection of building, plumbing, sign, on-site septic and/or demolition permits in the absence of the Chief Building Official. On-site approval or rejection of construction based on the Ontario Building Code Act and the Ontario Building Code and referenced standards, with complex or questionable situations referred to the Chief Building Official. Final legal decisions regarding legal actions are made in consultation with the Chief Building Official.

Supervision:

Building Inspectors do not provide supervision of staff.

Senior Building Inspectors have the following additional responsibilities:

Senior Building Inspectors provide supervision of subordinates only when required during the absence of the Chief Building Official.

Work Environment:

- Work in an office environment.
- Regular outside work is required.

Remuneration:

Applicants holding all 13 certifications listed below will be deemed Senior Building Inspectors and will be paid at Grade 10 of the **2022 C.U.P.E. Salary Grid Band (\$39.08-\$40.69)**.

Applicants holding some, but not all 13 certifications will be deemed Building Inspectors and will be paid **Grade 9 of the 2022 C.U.P.E. Salary Grid Band (\$35.84 – \$37.32)** until such time as they obtain all 13 certifications as follows:

- | | |
|---------------------|-----------------------------------|
| 1. House | 8. Complex Building |
| 2. Plumbing - House | 9. Fire Protection |
| 3. HVAC – House | 10. Building Structural |
| 4. On-Site Septic | 11. Detection, Lighting and Power |
| 5. General Legal | 12. Building Services |
| 6. Small Buildings | 13. Plumbing All Building |
| 7. Large Buildings | |

Qualified applicants are invited to apply [online](#) with their resume. They may also visit the City of Quinte West website at www.quintewest.ca for more information. This job will remain posted until the position is filled.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 x1106 or email hr@quintewest.ca if you require an accommodation to ensure your participation in the recruitment and selection process.