



JOB DESCRIPTION

DEPARTMENT:	Development Services
DIVISION:	Building
JOB TITLE:	Senior Building Inspector
EMPLOYEE GROUP:	Unionized
PAY GRID:	Pay Panel E
SUPERVISOR:	Chief Building Official
REVISION DATE:	June 2022

POSITION SUMMARY:

The Senior Building Inspector shall carry out the Municipality's mandate under the Ontario Building Code Act and other applicable Municipal By-laws. The position shall provide input to the Chief Building Official on day-to-day department operations. Also, when directed by the Chief Building Official, take a leadership role within the office of building department support and contract staff, while primarily performing plans review and occasional site inspection as needed.

DUTIES AND RESPONSIBILITIES:

1. Conducts review and processing of building permits, ground and wall sign permit, and pool permit applications in preparation for issuance of permit in accordance with the Ontario Building Code and/or the relevant Municipal By-laws and maintains accurate permit files;
2. Responds to general inquiries and pre-consultations with the public, including Investigation and resolution of building code related complaints and concerns from residents to ensure necessary action is taken in a timely manner;
3. Collaborates with other Development Services staff to deliver complete and consistent information to the public;
4. Serves as a building science technical resource to By-law Enforcement, Property Standards Officers, and Environmental Services staff. This may include attending coordinated inspections/meetings with other departments/agencies as requested;

5. Performs building and site inspections as required for the administration of mandatory inspections associated with active building permits and enforcement of the Building Code Act and other by-laws as they relate to buildings and structures, including the issuance of various Orders authorized by the Building Code Act as required;
6. In the absence of the Chief Building Official, assumes the role and responsibilities of the Chief Building Official for the municipality in accordance with the Operational Policies established by the Chief Building Official and the Building Code Act.

The above generally describes the duties involved with the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Chief Building Official.

EDUCATIONAL REQUIREMENTS:

1. A diploma in Civil Engineering Technology or Architectural Technology, or C of Q Tradesman or Red Seal; or equivalent.
2. Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the minimum following categories:
 - CBO Legal
 - House
 - Small Buildings
 - Building Services / Lighting and Detection
 - Plumbing House
 - Plumbing All Buildings
 - HVAC House
 - Building Structural
3. Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the following additional categories would be considered an asset:
 - Large Buildings
 - Complex Buildings
 - Fire Protection
4. Membership in the Ontario Building Officials Association.
5. CBCO certification would be considered an asset.
6. Valid driver's (G) license.

EXPERIENCE:

A minimum of five (5) years' experience within the construction industry as either a field

technician, drafts person, or trades person. Preference may be given to those with a minimum of two (2) years' experience as a Building Inspector with direct experience implementing the Ontario Building Code and Building Code Act.

WORKING RELATIONSHIPS:

INTERNAL	Director of Development Services, Chief Building Official, Other municipal staff
EXTERNAL	Lawyers, Professional Consultants, General Public, Trades and Construction Professionals, Agency Partners (Health Unit, Conservation Authority, Ministry Representatives)