



## **Building Inspector/Bylaw Enforcement Officer**

### **Non-Union/Union**

The Municipality of Chatham-Kent has a permanent full-time Building Inspector/Bylaw Enforcement Officer opening in the Building Development Services division.

#### **Job description**

The Building Inspector/Bylaw Enforcement Officer reviews and inspects all buildings during construction to ensure compliance with the Ontario Building Code. The position also ensures compliance and enforcement of Municipal By-Laws.

#### **Essential responsibilities**

- Demonstrate Chatham-Kent's core values and competencies
- Review plans, issue permits and conduct inspections; for the construction, renovation, extension, repair, demolition and/or change of use for all residential, institutional, commercial, industrial, assembly and accessory buildings to ensure compliance with the Ontario Building Code, Municipal by-laws, and other applicable laws.
- Conduct inspections of unsafe buildings and/or buildings damaged by natural disasters, accidents, or severe/increment weather to assess damage and condition of building(s) to determine appropriate remedial action in accordance with the Ontario Building Code, and issues applicable orders.
- Receive, investigate and resolve inquiries and/or complaints from residents, members of council, the mayor and the general public regarding building inspection, enforcement and municipal by-laws related matters.
- Conduct and oversee property cleanups, towing of derelict vehicles, securing vacant properties and demolition of dilapidated structures.
- Prepare and provide inspection reports, Notices and Orders identifying corrective measures required for compliance with applicable municipal by-laws.

#### **Essential qualifications**

- College diploma or university degree in a related program, preferably with a Municipal setting or construction industry or in an architecture, construction, or engineering technology program, or a trade certificate with two (2) to four (4) years related experience.
- A person must be provincially qualified and registered by the Ministry of Municipal Affairs and Housing to be appointed as a building inspector. There are 12 classes of qualifications for building inspectors and the ideal applicant would be registered or enrolled in the following;
  - Powers and Duties of Chief Building Official (CBO)
  - Plumbing House
  - House
- It is expected that the successful candidate will complete a minimum of one (1) class of qualifications per year until fully qualified
- Working knowledge of CityView (or other similar program)
- Strong computer skills including Microsoft Word, Excel, PowerPoint, email and internet (or other similar software programs)

#### **Other qualifications**

- Experience enforcing Municipal by-laws and preparing legal documents would be an asset

#### **Certifications, memberships, licenses**

- Candidate that is qualified and registered with the Ministry of Municipal Affairs and Housing to perform any duties as required in the Ontario Building Code would be an asset
- Ontario Association of Property Standards Officers (OAPSO) certificate would be an asset
- Occupational Health and Safety Certificate would be an asset

#### **Work environment/hours of work**

- This position works both indoors and outdoors
- This position works weekday hours, as well as occasional evenings and weekends

#### **Municipality of Chatham-Kent COVID-19 Vaccination Policy**

The Municipality of Chatham-Kent has a mandatory COVID-19 vaccination policy. All new employees must be fully vaccinated as a condition of employment unless approved for an exemption.

### **Driver's licence/vehicle requirements**

Because of the responsibilities, this position requires the successful candidate to have a valid class G Ontario driver's licence; a driver's abstract will be conducted by the Municipality of Chatham-Kent. An acceptable driver's abstract will: be an original document and current (within the previous thirty (30) days); have no more than four (4) demerit points; have no more than two (2) convictions for the same offence; have no criminal code convictions; have no 'non-medical or administrative' license suspension in the preceding three (3) years.

### **Background check requirements**

Successful candidates will be required to complete a background check prior to commencement of employment. A background check may include the following: Police Criminal Record Check, education/certification verification, and employment reference check.

### **Essential physical and/or safety requirements**

- Bending: frequent twisting
- Reaching: frequent reaching below shoulder and forward
- Hands: frequent fine finger dexterity (movement) and mousing (working on computer)

### **Compensation**

This position has been temporarily approved for the Market Adjustment Grid (MAG) due to a combination of eligibility criteria, which will be reviewed on an annual basis. The temporary adjusted annual salary range for this position will be \$76,961 to \$83,999 (based on grade 8 of the 2022 MAG).

The Full-time Non-union (FTNU) salary range is \$66,748 to \$75,452. Based on the skills, qualifications and performance of the successful candidate, they will be placed at a progression step between the FTNU job minimum (\$66,748) and the MAG job rate (\$83,999).

### **Benefits**

This permanent full-time position will receive benefits including: participation in the OMERS pension plan (mandatory), vacation entitlement and a comprehensive benefit package that includes life insurance, accidental death and dismemberment, short and long term disability, extended health and dental benefits following the successful completion of a 3 month waiting period.

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The Municipality of Chatham-Kent is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve.

Should you require accommodations during the recruitment process, please contact Human Resources & Organizational Development (HROD) at 519-360-1998. Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection.

The deadline to apply is Wednesday, September 28<sup>th</sup> at 11:59pm. Please access the posting on the Chatham-Kent Municipal job board found [here](#)