



## VACANCY POSTING - REPOST

<b>POSTING #: CUPE-2022-46</b> <b>Posting Period: September 21 – October 5, 2022</b>	<b>EMPLOYEE GROUP: CUPE Local 4700 (Haldimand)</b> <b>POSITION STATUS: Permanent Full-Time</b> <b>Hours worked per week: 35</b>
<b>Position: Building Inspector</b> <b>DEVELOPMENT OPPORTUNITY</b> <b>Grade: 10</b> <b>Wage Range*: \$35.278 – \$40.839 / hour (Jan 2022)</b> <i>*plus temporary Labour Market Wage Adjustment \$4.00/hour</i> <b>Or, as outlined in individual development plan per CUPE letter of Understanding</b>	<b>Department / Division: Community &amp; Development Services / Building &amp; Municipal Enforcement Services</b> <b>Location: Cayuga, ON</b>

### WE ARE HIRING!

Located on the Niagara Peninsula in Southern Ontario, Haldimand County is a single-tier municipality with diverse urban and rural communities, an endless supply of four-season outdoor activities and an outstanding quality of life. Our diverse team of responsive and dedicated professionals are committed to providing our citizens with high-quality services making our County a great place to work and live.

The County believes in encouraging our employees to contribute to meaningful work that makes a positive difference. Joining our team opens the door to a rewarding career where the health and wellness of our employees, families, and communities is vital to the success of our workplace. The municipality's dedication to work/life balance, flexible working hours, wellness programs, employee recognition programs, learning and development opportunities, competitive salaries and benefits are a few of the reasons why you should join us today!

We're currently looking to provide an individual the opportunity to develop and grow their career as a Building Inspector! If you want to become a leader in your field and take your career to new heights, let's talk and build something great.

### PURPOSE OF POSITION:

Reporting to the Supervisor, Building & Municipal Enforcement Services, the incumbent will:

- be responsible for compliance with the Building Code Act and the Ontario Building Code relative to construction in Haldimand County.

### EDUCATION & EXPERIENCE:

- Completion of a three year post-secondary diploma or degree in a related discipline (Architectural, Engineering or Construction Technology)

### PLUS

- Must have a demonstrated skill set relating to at least one of the following:
  - Plumbing
  - HVAC (house)

- Septic Systems
- Framing/Builder
- Structural

**PLUS**

- Five years current related experience which must be verified.
- Must be, or willing to become, a current member of Ontario Building Officials Association.

Or equivalent to that combination.

**PLUS**

- Must become provincially qualified and registered with the Director of Building and Development Branch MMAH, within a specified timeline, to inspect in the following classes:

• Legal Responsibilities	• Plumbing – all buildings	• House
• Small Buildings	• Septic Systems	• HVAC-House
• Building Services	• Building Structural	• Large Buildings

**KNOWLEDGE & SKILLS REQUIRED:**

- extensive knowledge of the requirements of the Ontario Building Code, the Building Code Act, Municipal by-laws and other applicable law (Incumbents are required to maintain Ontario Building Code knowledge through continuing education and other learning opportunities)
- strong communication, interpersonal and dispute resolution skills to interact with the public, contractors, consultants, Council and county staff in a professional manner.
- excellent record keeping skills

**COMPUTER EXPERTISE:**

Level 3 - The incumbent must possess introductory and intermediate level computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their:

- proven ability to apply essential functions of desktop software to create simple spreadsheets, documents
- send and receive emails
- use Internet for research
- file management
- require introductory to intermediate knowledge of department or division-specific software to accomplish job tasks

**MACHINES OPERATED:**

- vehicle, cell phone, telephone, photocopier, calculator, staple gun, tape measure, level, flashlight, shovel, camera, fax machine and computer

***Accountabilities / Tasks***

An individual development plan will outline the required accountabilities/task throughout each phase of development.

Upon completion of the development plan, the employee will have obtained all necessary requirements to complete the full accountabilities and tasks associated with this position, which include but are not limited to the following:

- conduct activities relative to:

**Ontario Building Code, Part 3** - With respect to all buildings occupying an area greater than ten square metres (108 square feet) and used for assembly occupancies, care or detention occupancies or high hazard industrial occupancies, and exceeding 600 square metres (6460 square feet) in building area or exceeding three storeys in building height used for major occupancies classified as residential occupancies, business and personal services occupancies, mercantile occupancies, or medium and low hazard industrial occupancies; AND

**Ontario Building Code, Part 9** – with respect to buildings occupying an area greater than ten square metres (108 square feet) of three stores or less in building height, having a building area not exceeding 600 square metres (6460 square feet) and used for residential occupancies, business and personal services occupancies, mercantile occupancies or medium and low hazard industrial occupancies;

- process applications for building permits, including the review of drawings to ensure compliance with the Ontario Building Code, Municipal by-laws and other applicable laws
- issue building permits when plans and supporting documents are complete
- meet with members of the public, contractors, designers, architects and engineers to discuss and review their projects and provide advice
- research and respond to telephone and counter inquiries regarding the Ontario Building Code, Municipal by-laws
- interpret and enforce the Ontario Building Code and Municipal by-laws related to the use of buildings or lands (for example, Property Standards)
- inspect buildings and structures (existing or new) to ensure compliance with approved plans, Ontario Building Code, Municipal by-laws and other applicable laws and regulations;
- issue orders when / as required for non compliance with the Ontario Building Code and / or Municipal by-laws
- maintain accurate and detailed records of all inspections and / or investigations conducted
- exercise powers and perform duties in respect of only those matters which he or she has the qualifications required by the Ontario Building Code and Municipal By-Laws, and
- exercise powers and perform duties in accordance with the standards established by any applicable code of conduct
- ensure compliance with applicable provincial and federal laws and regulations and municipal by-laws including the enforcement of same in relation to the Building Code function
- enforce the County By-law as assigned, including, but not limited to the Property Standards By-law, Sign By-law and Pool Enclosure By-law.
- keep abreast of changes to construction techniques and practices or introduction of new theories and new construction materials
- examine and approve building plans
- issue Building, Plumbing, Septic, Sign, and Pool enclosure permits
- inspect building construction, plumbing installations, septic systems, signs and pool enclosures
- maintain accurate, detailed records of inspections conducted
- must be able to withstand professional, public and political scrutiny (and pressure) where resulting errors may have serious implications on the County's Public image.
- attend training courses and sessions as assigned
- undertake projects as directed by the Supervisor or Manager

**All Haldimand County employees are expected to:**

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

**This position requires:**

- a current (within the past 6 months) Police Check **YES - OPP LE 219**

**County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.**

**AN EQUAL OPPORTUNITY EMPLOYER**

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

*As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.*