

**Township of Cavan Monaghan
Job Description**

Position: Plans Examiner/Building Inspector (2 year contract)

Reports to: Chief Building Official

This Job Description is effective: May 2023

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Job Summary

This is a 2-year contract position in the Building and By-law Department. This position will answer public and contractor inquiries about the Ontario Building Code, zoning and other by-laws. Interpret and enforce the Ontario Building Code, relevant municipal by-laws and other applicable laws by reviewing plans for buildings regulated under the Ontario Building Code. Receive and review building permit applications for new buildings, additions, signs, swimming pool enclosures and other defined permits.

Duties and Responsibilities

- Provides administrative support to the Chief Building Official (CBO).
- Provides initial review of building permits including but not limited to zoning regulations, applicable law, fee calculations, and verification of complete application.
- Provides written response to legal requests regarding building permits and work orders.
- Provides assistance with applications and inquiries in the absence of the CBO/By-law Enforcement Officer.
- Assists with department correspondence, reports, by-laws, technical information and file management as required.
- Prepares letters and orders at the direction of the CBO.
- Processes department accounts payable and expense reports.
- Process building, sign, and swimming pool permits by receiving and verifying building permit applications, entering application information into Cloudpermit/Diamond software, interviewing applicants, distributing permits for approval, reviewing plans for compliance with the Ontario Building Code and relevant municipal By-laws and other applicable laws and, issuing, printing, sorting and filing permits and related documentation.
- Calculate permit fees and applicable development charges for new buildings and additions, ensure that the computer system has correct fees billed, issue invoices to applicant, collect fees, post payments to computer system and issue receipts.
- Review applications for sewage systems and complete sewage system inspections as required.
- Inspect buildings for compliance with plans, conformity with relevant codes, by-laws, etc as required.

- Main point of contact for public in-person inquiries.
- Utilizes and administers Cloudpermit Building Module.
- Must adhere to all health and safety requirements.
- Enforce all Municipal by-laws approved by Council as required.
- Process and draft correspondence with by-law complainants and defendants.
- Performs duties of Provincial Offences Officer for the purposes of legal action or by-law enforcement.
- Create/amend various by-laws as required.
- Responds to telephone inquiries and written complaints.
- Attend meetings and court proceedings as required.
- Manages the enforcement of pertinent municipal by-laws in accordance with legal requirements.
- Alcohol and Gaming Commission of Ontario (AGCO) Enforcement and Compliance inspections as required.
- Ensures the confidentiality of all information in accordance with the Freedom of Information and Protection of Privacy Act.
- Additional duties and special projects as assigned based on department and organizational needs.

Work Environment

Typical office area with limited travel. Normal office hours, Monday through Friday. Work activities require intermediate periods of moderate physical effort such as standing or sitting in one place. Work activities involve need to concentrate for intermediate durations at a time, with tasks requiring close attention to detail.

2 Year Contract Full Time – 35 hours per week

Job Knowledge/Education

- College diploma as a Civil Engineering Technician, Architectural Technician or equivalent qualification in a recognized construction trade an asset.
- Requires certification/qualification in legal, house, and must be eligible to obtain Certified Building Code Official (CBCO) status.
- Requires knowledge of Building Code Act and skill in reading blue prints and conceptual drawings.
- Certification from the Ontario Association of Engineering Technicians & Technologists is an asset.
- Understanding of applicable law, policies, by-laws and regulations pertaining to the planning approvals and building permit process.
- Knowledge of Municipality's by-laws and complaint process.
- Mathematical skills to calculate percentages, ratios or averages and unit-measure conversions.
- Requires valid driver's license to perform the duties of the job.
- Minimum 1-3 years previous experience with the Ontario Building Code.
- Previous Municipal experience an asset

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

Reviewed By:



Chief Administrative Officer

May 16, 2023

Date

