

EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER POSTING #2023-17 BUILDING INSPECTOR & PLANS EXAMINER (Permanent, Full-Time)

The Town of Hanover is recruiting a motivated, service-oriented professional to join the Town of Hanover team in the position of Building Inspector & Plans Examiner.

Reporting to the Director of Building and Planning/CBO responsibilities include but are not limited to:

- Acting in compliance with, and enforcing the Building Code Act, Ontario Building Code, the Comprehensive Zoning By-Law, property standards, Occupational Health & Safety Act, and municipal by-laws, policies and procedures.
- Efficiently examining, reviewing, and processing applications and documents to ensure alignment with applicable legislative and regulatory requirements.
- Coordinating and performing field inspections and issuing, filing and maintaining related documentation including inspection reports, notices, and orders.
- Performing the statutory duties of the Deputy Chief Building Official (CBO) pursuant to the Building Code Act and the Ontario Building Code.
- Responding to inquiries and promoting a high standard of customer service, taking a collaborative approach with the public, external stakeholders, and all internal customers.
- Ensuring all builders, designers, engineers and architects are registered with applicable associations.
- Preparing documentation for legal proceedings and providing evidence in court.
- Preparing reports for submission to the Ministry of Municipal Affairs and Housing, Statistics Canada, Council, and other agencies as required.
- Ensuring accurate collection and reconciliation of building permit and other department-related fees.
- Supporting continuous improvement and efficiencies through researching and providing input into departmental processes.
- Championing the corporate mission, vision and values departmentally and corporately.

Knowledge, Skills & Experience

- Minimum two years of Ontario Building Code inspection/plans examination experience, or related work experience.
- Post-secondary diploma or degree in a building, architecture, civil engineering or related field.
- Eligible for or working towards certification and registration as a Certified Building Code Official with the Ontario Building Officials Association (OBOA).
- Must be registered with the Ministry of Municipal Affairs and Housing (MMAH) as an inspector with a Building Code Identification Number (BCIN).
- Must pass the General Legal/Process Exam and at least two technical exams through the Ministry of Municipal Affairs and Housing (MMAH).
- Must maintain or obtain the following categories of qualifications under the building code:
 - General/Legal Process
 - Small Buildings
 - Plumbing House
 - Plumbing - All Buildings
 - HVAC House
 - Building Services
 - Large Buildings

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- Must possess extensive knowledge of the Ontario Building Code Act and Regulations, Property Standards By-Law and applicable Federal and Provincial laws.
- Knowledge of building construction and theory, survey and drafting techniques with ability to interpret detailed blueprints/drawings, reports, and specifications.
- Experience with building administration, by-law enforcement, issuing orders, interpreting by-laws, municipal operations and municipal planning processes is an asset.
- Thorough working knowledge of various computer programs including Microsoft Office, Keystone, Escribe, Citywide, Cloud Permit, GIS and building-specific software.
- Valid Ontario 'G' class license in good standing.
- Must display attention to detail, tact, and ability to maintain confidentiality.
- Must be service-oriented team player with effective communication, leadership, analytical, problem-solving, and time management skills.

The Town of Hanover offers a comprehensive compensation program including access to benefits and a pension plan. Remuneration is under review.

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2023-17 by 4:00pm on Tuesday, June 6, 2023.

Town of Hanover
341 10th Street, Hanover ON N4N 1P5
t 519.364.2780 | f 519.364.6456
hr@hanover.ca

The Town of Hanover is an equal opportunity employer that values diversity. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Job Description

Prepared: May 2023

Reviewed By: Director of Building & Planning

Position Title:	Building Inspector & Plans Examiner
Department:	Building/Planning
Reports To:	Director of Building and Planning/CBO
Supervises:	Directly: None Indirectly: None
Position Status:	Full-time
Location:	Municipal Office, 341 10 th Street
Pay Method:	Salary based on established hourly rate
Normal Work Week:	35 hours per week
Management Status:	Non-management; non-supervisory
Remote Work Eligibility:	Occasional

Position Summary

Under the direction of the Director of Building and Planning/CBO, the Building Inspector & Plans Examiner is responsible for providing a variety of plans review, administrative, inspection, reporting and enforcement related functions to ensure compliance with the Building Code Act, Ontario Building Code, and other applicable law consistent with established policies, practices and procedures and issues notices and orders with respect to Building Code Act enforcement, as necessary to ensure life safety and structural integrity of buildings.

Duties and Responsibilities

Operations

- a) Examines, reviews and processes building permit applications and documents (plans and specifications) and analyzes Building Code requirements applicable to the intended use of the building and collects applicable fees; discusses content of applications with property owners and/or their representatives and designers.
- b) Confirms zoning and applicable law requirements; conducts field inspections at a variety of stages of construction and completion and prepares electronic inspection reports using CloudPermit; issues notices and Orders and performs any work required to enforce the Building Code Act and Ontario Building Code regulations.

- c) Assists in the issuing of permits with the Chief Building Official when an application is deemed to comply with the requirements of the Ontario Building Code and other applicable law.
- d) Coordinates and schedules inspections required by the Municipal Building By-law and provincial regulations, and ensures documentation is properly filed and maintained.
- e) Maintains accurate and comprehensive inspection and investigation records in CloudPermit; including field notes, deficiency reports, orders and photographs.
- f) Be appointed as a Municipal Property Standards Officer and execute all related responsibilities
- g) Liaises and provides verbal and written advice and/or technical information to homeowners, the public, consultants, designers and the building industry in an effective and courteous manner regarding the building permit process, Ontario Building Code, Zoning By-law, and other applicable law and policies and procedures of the Department.
- h) Provides assistance to homeowners and professionals who require clarification and understanding of the purpose and intent of the Ontario Building Code as it applies to interpretation, compliance methods, and current updates.
- i) Resolves issues as they arise related to building, zoning and property standards
- j) Confirms builders, designers, professional engineers and architects are registered with applicable associations.
- k) Liaises with other Departments and agencies to minimize processing time of building permit applications.
- l) Prepares and issues notices and Orders pursuant to the Building Code Act.
- m) Prepares documentation for legal proceedings and provide evidence in court.
- n) Performs all duties of the building department in accordance with the Building Code Act Code of Conduct.
- o) Assigns water meters and provides documentation to internal department.
- p) Prepares various reports for submission to the Ministry of Municipal Affairs and Housing, Statistics Canada, Council and any other government agencies as required.
- q) Participates in a variety of internal and external meetings.
- r) Assumes role of Deputy Chief Building Official, and performs the statutory duties of the Deputy Chief Building Official pursuant to the Building Code Act and the Ontario Building Code, as required.

Spending, Budgets & Internal Control

- a) Ensures building permit and other development-related fees are accurate and collected, reconciles data for audit purposes.
- b) Provides input to annual budget.
- c) Provides input and completes research for department related technological and process improvements to ensure efficiency and compliance.

Health & Safety

- a) All employees have the responsibility to work in a safe manner and report any health, safety or environmental concern to their manager or supervisor in a timely manner. Employee responsibilities for Health, Safety and Environment include:
 - Work in compliance with organizational health, safety and environmental procedures.
 - Report any unsafe conditions or unsafe acts.
 - Ensure that the required protective equipment is used for the assigned tasks.
 - Attend all required health, safety and environmental training.
 - Report any accidents/incidents to supervisor and assist with investigation.
 - Refrain from engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Other

- a) Performs all other duties and responsibilities as assigned.
- b) Adheres to all related health, fire and safety regulations.
- c) Complies with all policies and procedures of the Municipality.

Education, Skills and Experience

Education/Training/Certifications/Licences:

- Post-secondary degree and/or diploma in a building, architecture, civil engineering or related field.
- Eligible for or working towards certification and registration as a Certified Building Code Official with the Ontario Building Officials Association (OBOA).
- Must be registered with the Ministry of Municipal Affairs and Housing (MMAH) as an inspector with a Building Code Identification Number (BCIN).
- Passed the General Legal/Process Exam and at least two technical exams through Ministry of Municipal Affairs and Housing (MMAH).
- Extensive knowledge of the Ontario Building Code Act and Regulations, Property Standards By-Law and applicable Federal and Provincial laws.
- Required to maintain or obtain the following categories of qualifications under the building code:
 - General/Legal Process
 - Small Buildings
 - Plumbing House
 - Plumbing - All Buildings
 - HVAC House
 - Building Services
 - Large Buildings

Experience:

- Requires a minimum of two years of Ontario Building Code inspection/plans examination experience; or related work experience.
- Knowledge of building construction and theory through formal training pertinent to building construction (designer or construction/trades), preferably with knowledge of survey and drafting techniques.
- Experience with building administration, by-law enforcement, issuing orders and preparing for court is an asset.
- Experience administering and interpreting municipal zoning by-laws and Official Plan is an asset.
- Basic knowledge of general municipal operations and municipal planning processes an asset.

Skills and Abilities:

- Working knowledge of applicable Acts/Regulations/Standards/Legislation, i.e., Occupational Health & Safety Act, Provincial Offences Act, Municipal Act, and Ontario Building Code Act.
- Ability to interpret detailed blueprints/drawings and specifications, engineering and surveyor's reports, site plans and possess numerical aptitude.
- Possess some knowledge of the principles of drainage
- Demonstrated complaint management skills. Excellent customer service, multitasking, analytical and organizational skills to prioritize work schedule to meet legislative timelines.
- Strong interpersonal, verbal, and written communication skills, including the ability to work effectively in a team environment.
- Thorough working knowledge of various computer programs, but not limited to Keystone, Escribe, Citywide, CloudPermit and Grey County GIS system and building specific software.
- Exhibits a high degree of initiative and self direction.
- Displays and promotes positive team player attitudes and actions. This includes positive communications with supervisors and other Town staff regarding ideas and initiatives to enhance the workplace and Town services.
- Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations and technology through Continuous Professional Development.
- Must have a valid Class "G" Ontario Driver's Licence in good standing.

Physical Demands and Working Conditions

- Physical demand requires plans examination and computer work concentration; visual observations for code compliance and personal safety on job sites for building inspections. Physical dexterity required for crawling/climbing into excavations, crawl spaces, roof spaces, ascending ladders and temporary ramps/stairs, and walking over rough terrain.
- Working conditions vary between a standard office environment to traveling to and conducting field inspections; exposure to inclement weather conditions, mud, dirt, noise, insulation particles and dust; and exposure to written and verbal criticism/abuse from the public and phone/counter interruptions.

- Normal hours of work are 35 hours per week with some evening and/or weekend attendance required to attend meetings or inspections.

Contacts

Internal: Director of Building and Planning/CBO (daily)
 Planning/Administrative Co-ordinator (daily)
 Municipal By-Law Enforcement Officer (weekly)
 Director of Corporate Services/Treasurer (weekly)
 Director of Public Works (weekly)
 Fire Department Staff (occasionally)
 Administrative Staff (weekly)

External: General Public (daily)
 Property Owners (daily)
 Developers, Contractors, Industry and Business Community members (daily)

Public Relations: None

Review/Approval

Current Incumbent(s):		Date:
Department Head:		Date:
CAO:		Date: