



HUMAN RESOURCES
City Hall,
P.O. Box 1539,
500 Dundas Street,
Woodstock, On N4S 0A7
Telephone (519)539-2382 ext 2202

BUILDING INSPECTOR

Overview

You will help ensure the safety of our community through enforcement of the Ontario Building Code. You create positive and productive working relationships with partners through collaborative and respectful dialogue.

Responsibilities:

1. Performs building, plumbing and HVAC inspections ensuring contractors and public are complying with the Ontario Building Code, related regulations and Municipal By-laws including:
 - Completing on-site inspections
 - Providing detailed inspection reports and explanations
 - Preparing work orders directing compliance to the Building Code for contraventions using building permit software
2. Performs plan examinations in support of building permit applications to determine building code compliance and other related regulations.
 - Responsible to ensure timelines are met for permit intake review and turn around for permit issuance and ensuring various items are dealt with in an appropriate manner.
 - Prepares correspondence to applicants using Microsoft word, Outlook and permit software,
 - Assists in the evaluation of alternative solutions under the applicable provisions of the Ontario Building Code, and
3. Liaise with property owners, contractors, engineers, architects and other departments on matters related to construction activity
4. Ensure compliance with local by-laws and Provincial codes, through oral and written communications. Produce legible, concise, complete, and accurate reports; maintain a record of field inspections.
5. Maintains a diary detailing actions taken relative to daily events, which may be required to effectively present evidence in court.
6. Responds to inquiries and complaints from the public, professional design people and contractors relating to the building code, various regulations, policies and procedures, buildings and properties and takes action as required. Provides technical information and assistance with building permit applications.
7. Assists in processing Legal Clearances for property sales
8. Position requires adherence to Provincial legislated Code of Conduct as set for and enforced by the Corporation, as well as municipal policies as set forth by the Corporation.
9. Serve as Provincial Offences Officer for the purposes of all offences under the Building Code Act

10. Aware of safe work practices relating to job responsibilities and have basic understanding of the Occupational Health & Safety Act as it relates to the work environment.
11. Keeps supervisor informed of deviations from office policies requiring modification.
12. Works with minimal supervision.
13. Performs other related duties as assigned from time to time.

Qualifications:

To be considered for this position, applicants must:

- Have a minimum college diploma in Construction, Civil or Architectural Technology, or related discipline.
- Qualified with the Ministry of Municipal Affairs and Housing in the areas of and, in accordance with the provisions of the Ontario Building Code, in the following classes:
 - General Legal/process, House/Small Buildings, Large/Complex Buildings, HVAC House, On-Site Sewage Systems, Detections Lighting and Power, Plumbing-All buildings, Building Services, Building Structural
- Knowledge of and familiarity with various types of construction including but not limited to structural, mechanical, electrical principles and regulations,
- Understanding of building construction methods,
- Excellent written, verbal communication skills and excellent customer service skills,
- Minimum 3 years of progressive construction and/or inspection experience.
- Maintain qualifications as determined by the Ministry of Municipal Affairs and Housing.
- Excellent physical condition,
- Valid Class "G" Driver's License, and

Even better if you have:

- C.B.C.O. Designation
- Strong problem solving and decision making skills
- Familiarity with building permit software (i.e. Cloudpermit)

What does the City of Woodstock have to offer you?

- Salary rate is \$37.76 - \$44.44 per hour as per Schedule "A" of the collective agreement
- **Extended Benefits effective on your first day** including hospital, prescription drugs, dental, vision, paramedical and psychological for yourself and or your dependents.
- **OMERS pension plan effective on your first day.** It is a defined benefit plan designed to provide a reliable stream of income in retirement where the **employee contributions (9%) are MATCHED by the City.**
- **Paid statutory holidays (13), paid vacation, and short term and long term disability plan**
- **Paid training opportunities** (update qualifications, training seminars)

Resumes and cover letters will be received online at <http://careers.cityofwoodstock.ca> no later than **4:00 p.m. June 23, 2023.**

The City of Woodstock is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

We thank all candidates who apply, but advise that only those selected for an interview will be contacted.