

# City Of Kenora Building Inspector II External Job Posting

## Open Until Filled

Kenora provides a high quality of life for residents and unforgettable experiences for visitors by celebrating and embracing the community's rich heritage, diversity, and natural environment.

<b>DEPARTMENT</b>	Planning & Building Services	<b>HOURS OF WORK</b>	Monday - Friday
<b>CLASSIFICATION</b>	PM-06	<b>SALARY</b>	\$91,948.63

### Position Summary

Reporting to the Chief Building Official, the Building Inspector II will be responsible for ensuring that buildings are constructed in accordance with Municipal by-laws, the Building Code Act (BCA), & Regulations through performance of on-site inspections and plan examination duties. The position also assists with the enforcement of the Property Standards By-law and responds to building permit application enquiries. The area provides a wide array of structures, giving the role a good degree of problem solving and collaboration. Primary duties will be to ensure public safety through the examination of plans and specifications with a focus on Part 9 buildings for the purpose of permit issuance. In the absence of the Chief Building Official and dependent on appointment, the Building Inspector II has the authority of the Chief Building Official as per the Building Code Act and the Ontario Building Code.

### The Building Inspector II will:

- Review applications, specifications, and plans from all disciplines for compliance with the Municipal zoning by-law and the Ontario Building Code and applicable law.
- Conduct inspections, within legislated timelines, for the compliance of construction with the Ontario Building Code and maintain accurate records of permits and inspections.
- Inspects on-site materials and conditions to ensure compliance with the Ontario Building Code.
- Inspect existing buildings and premises for change of use, occupancy or compliance with applicable codes and ordinances; work with the public to ensure structures are safe and ready for occupancy.
- Issues building, plumbing, demolition, and occupancy permits in accordance with the Ontario Building Code.
- Determine and collect permit fees.
- Visits building construction, demolition sites, and private properties to check that appropriate permits have been obtained, ensures that approved plans are followed, and assesses for code or by-law infractions.
- Provides instruction to contractors, architects, engineers and the public on the regulations and compliance matters as they relate to building construction, the Ontario Building Code, and construction related By-laws.
- Approves alternative design and equipment substitutions that vary from the reviewed permit documents.
- Verifies that materials and methods of construction meet approved standards and construction practices.
- Prepare accurate, detailed and timely reports, Reviews consultants field reports for accuracy and completeness.
- Investigates complaints regarding contraventions of statutes, regulations, and By-laws.
- Issues Orders to Comply and Notice of Violation when infractions of regulations are found.
- Keep Chief Building Official informed of situations, which potentially require a stop-work order.
- Monitors outstanding orders, initiates pre-court hearings, and recommends that legal action be taken.
- Prepare court briefs and assist in the prosecution of offenders, prepare and present evidence in court as required concerning the Building Code Act, by-law enforcement, and when legal action is required to obtain compliance.
- Advises Ministry of Labour of unsafe working conditions or sites and participates in investigations.
- Inspects fire damaged or unsafe buildings to determine the extent of damage and need for repairs/replacement.
- Inspects structural collapses and collaborates with other agencies involved.
- Attends meetings with the public and members of Council. Liaises with other divisions, provincial bodies, agencies and organizations regarding regulations and compliance.
- Liaises with City Councillors, other divisions, community groups, agencies, other levels of government and other bodies.

- Makes recommendations to improve Divisional policies, procedures and practices.
- Maintain skills and knowledge at a high level by taking training through courses, seminars, workshops and selected reading.
- Mentor technical and administrative staff in methods, procedures and techniques, and in the administration of legislation, codes and by-laws.
- Contributes to special teams to work on divisional projects.
- Represents the Division at various committees and meetings.

### **Required Skills and Qualifications:**

- College Diploma (three (3) year) in civil, construction engineering, architectural technology or related discipline is required. A CET designation as granted by OACETT or a MAATO as granted by AATO is an asset.
- MMAH Qualification/Building Code Identification Number (BCIN) with the ability to hold and maintain, or be willing to obtain, qualifications to be a building inspector as required by the Ontario Building Code Act and Ontario Building Code Regulations in the following categories: Legal Process, House, Small Buildings, Large Buildings, Complex Buildings, Plumbing-House, Plumbing-All Buildings, HVAC-House, Building Services, Building Structural, On-Site Sewage Systems (11 in total).
- A Certified Building Code Official (CBCO) designation as granted by the Ontario Building Officials Association is required.
- Three (3) to five (5) years of Ontario Building Code inspection/plans examination experience; or related work experience.
- Three (3) years of related experience in a local government preferred.
- Must possess a valid 'G' class Ontario Driver's License and have access to a vehicle for use on Corporate Business (mileage compensated). Ability and willingness to travel within the community and out of town as required.
- Demonstrated knowledge of the Ontario Building Code Act and Regulations regarding all types of construction as well as a basic knowledge of mechanical, electrical and structural engineering design principles as related to building construction.
- The ability to read and comprehend detailed construction drawings and site plans.
- Well-developed communication skills and excellent customer service skills with the ability to liaison with key external and internal stakeholders.
- Excellent oral and written communication skills with an ability to produce reports and communicate with all levels of staff, external contractors, and the general public.
- Well-developed organizational and time management skills with an ability to complete a high volume of work with accuracy and within prescribed deadlines in a fast-paced environment.
- Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling confidential/sensitive information. Possess a high level of initiative and personal integrity.
- Strong problem solving and decision-making skills and the ability to function effectively with minimal supervision.
- Experience with building permit software would be considered an asset.
- Availability to work flexible hours including overtime as required.
- Ability to meet the physical requirements (i.e. field inspections) of the job and wear personal protective equipment.
- A demonstrated commitment to enhancing a safety culture.

Successful candidates will be required to provide a Criminal Record Check and Driver's Abstract deemed satisfactory to the employer. Qualified applicants are invited to submit a cover letter and current resume using the following link:

<https://kenora.bamboohr.com/careers/54?source=aWQ9OA%3D%3D>

The City of Kenora is an equal opportunity Employer and committed to building a workforce that reflects the rich diversity of the community we serve. We encourage applications from all qualified individuals including members of groups with historical and/or current barriers to equitable employment, including but not limited to, Indigenous Peoples, members of racialized communities or visible minorities, persons with visible and/or invisible disabilities, diverse sexual and gender identities, orientations and/or expressions, and others who may contribute to the further diversification of ideas.

The City of Kenora is committed to providing accommodation in all aspects of the recruitment and selection process in accordance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities*

*Act (AODA)*. If you require an accommodation, please advise the Human Resources department in advance to ensure your participation in the recruitment and selection process.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

We thank all candidates for their interest, however only those selected for an interview will be contacted.