

EMPLOYMENT OPPORTUNITY



Building Inspector II

Planning and Building Services - CUPE Local 157

Summary of Duties:

Primary duties will be to inspect specific stages of construction, alteration, renovation and demolition for buildings within the scope of Part 9, to enforce compliance with the Ontario Building Code and Regulations and relevant Municipal By-laws; the enforcement of building regulations and relevant municipal by-laws and investigation of violations or perceived violations and issue orders where necessary; the collection and documentation of evidence regarding compliance with the BCA and OBC and other municipal by-laws for permit issuance and inspection, as well as for the resolution of violations. Secondary focus 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.

Duties and Responsibilities

(These set out the principal functions of the position, and shall not be considered as a detailed description of all the work requirements).

It is the City's expectation that primary responsibilities of this position may include the following duties:

- Inspect at all stages the construction of all classifications of buildings within the scope of Part 9 (e.g. residential, commercial, industrial, etc.) as necessary to enforce compliance with the Ontario Building Code and Regulations, to ensure public life safety, structural and environmental health of buildings and to recommend issuance of occupancy permits.
- Investigate damage (e.g. sewage backups, grow operations, fire, vehicle impact, etc.) as necessary for non-compliance and/or unsafe conditions to determine the appropriate remedial action in accordance with provincial legislation.
- Issue Orders respecting contraventions of the Building Code and Regulations, Municipal By-laws, etc., to include investigating and reporting on complaints. Check on corrective action and take necessary steps to ensure compliance, including recommending legal action and appearing in Court to provide expert evidence on any prosecutions that have resulted from non-compliance of the Order.
- Maintain accurate and up-to-date records of inspections and evidence. Prepare necessary records, reports, and legal briefs for prosecutions.
- Perform other similar and related duties, as required.

It is the City's expectation that responsibilities of this position will be the following secondary inside duties:

- Examine plans and specifications for building safety and energy efficiency in all classifications of buildings (with a primary focus on Part 9 buildings) to enforce compliance with the Ontario Building Code and Regulations, to ensure public life safety, structural and environmental health of buildings and to recommend issuance of permits.
- Evaluate equivalent materials or alternative measures to achieve compliance with the applied design specifications.
- Review and receive plans, specifications and other related documents and take applications for permits. Answer inquiries, explain building regulations and give guidance respecting construction of buildings.
- Enforce compliance with Municipal By-laws as well as applicable authorities (e.g. Ministry of Transportation of Ontario (MTO), Niagara Escarpment Commission (NEC) etc.).
- Negotiate and facilitate resolution of conflicting interests between departments and outside agencies (e.g. MTO, etc.), contractors, designers and property owners, as necessary.

- Prepare reports for approval providing technical advice and recommendations.
- Represent the Building Division on internal and external committees, as required.
- Ensure correct fees and all fees have been paid prior to issuance of permit.

Position Requirements:

- College Diploma (three (3) year) in civil, construction engineering, architectural technology or related discipline.
- Three (3) years recent responsible experience in building construction.
- Hold and maintain qualifications to be a building inspector as required by the Ontario Building Code Act and Ontario Building Code Regulations in the following categories General/Legal/Process, House, Small Buildings, House HVAC, House Plumbing and Building Structural.
- Membership in the Ontario Association of Certified Engineering Technologists and Technicians or the Association of Architectural Technologists of Ontario.
- A Certified Building Code Official (CBCO) designation as granted by the Ontario Building Officials Association is considered to be an asset.
- A CET designation as granted by OACETT or a MAATO as granted by AATO is considered to be an asset.
- 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.
- Strong problem solving and decision-making skills and the ability to function effectively with minimal supervision.
- Possess a working knowledge of micro-computer systems, including use of AMANDA software.
- Availability to work flexible hours including overtime as required.
- Ability to meet the physical requirements (i.e. field inspections) of the job.
- Valid Ontario Driver's licence, Class "G", with a clean driving record and willing to utilize personal vehicle for Corporation business.
- Proven completion of Ministry of Labour Worker Health and Safety Awareness training.
- A demonstrated commitment to enhancing a safety culture.

Pay Group 10 – Minimum \$79,294 annually; Maximum \$89,072 annually

Expected Work Location: City Hall (eligible for part-time remote work)

Hours of Work: Currently Monday-Friday 8:30am-4:30pm.

Applications will be accepted online at www.stcatharines.ca/jobs.

Applications received any other way will not be accepted.

The City of St. Catharines is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.