

Job Title: Sign Inspector

Req ID: 24695

Vacancy Type: Temporary

Contract Duration: 2 years

Number of Positions: 1

Closing Date: 02/15/2024

Job Summary

Review Building and Sign Permit applications for compliance. Once permit has been issued, carry out mandatory inspections to ensure construction/installation is in compliance with all applicable codes, acts, regulations, policies. Investigate complaints for non-compliance with Ontario Building Code and Sign By-Law, take action to gain compliance, issue deficiency notices and instigate any necessary legal action, including preparation of required documents and court testimony.

Duties and Responsibilities

- Electronically review Sign/Building Permit applications for compliance with the Ontario Building Code, City of Mississauga Sign By-law and other applicable law.
- Perform inspections to ensure signs conform to the Ontario Building Code and Sign By-law.
- Prepare and maintain accurate inspection records in electronic format on field device.
- Identify deficiencies/non-compliance items and advise of necessary action to be taken. Sign off permit once in compliance.
- Issue violations for deficiencies. If deficiencies are not rectified, initiate legal action, compile information, attend court trials and provide testimony and evidence as required.
- Investigate and follow up on internal and external complaints pertaining to non-compliance, complete complaint report with findings and recommendations.
- Provide assistance on projects/initiatives within the unit/team when required.

Skills and Qualifications

- Minimum 2 years experience in the sign/building design industry with practical field experience.
- Must have a valid Ontario Drivers' License and the use of a personal vehicle
- Must be appointed by City Council as an "Inspector" pursuant to the Building Code Act.
- Must be appointed as a "Provincial Offences Officer" pursuant to the Provincial Offences Act.
- Must meet and maintain the qualification requirements of an inspector as referenced in the Ontario Building Code in the Legal and related categories.
- Must have Microsoft Office software experience (Word, Excel, PowerPoint, Outlook)
- Awareness of surroundings to ensure safety of self and others.
- Observe and assess site conditions while conducting inspections to determine possible unsafe conditions and violations of applicable laws. Construction sites, roadways, commercial plazas, exposed to the elements.

Hourly Rate/Salary: \$ 74,817.00 - \$ 99,758.00

Hours of Work: 35

Work Location: Civic Centre

Organization Unit: P&B/Sign Unit

Department/Division/Section: P&B/Planning & Building Dept , P&B/Building Division , Inspection Services

Non-Union/Union: Non Union