



SENIOR BUILDING INSPECTOR

- Reporting to:** Deputy Chief Building Official
- Department:** Building- Engineering
- Classification:** PERMANENT Full Time; Unionized
- Salary Range:** \$39.99-\$47.09/hour as per Schedule "A"
(Subject to Job Evaluation after 6 months)
- Hours of Work:** 8:30 a.m. to 4:30 p.m. Monday to Friday.
- Starting Date:** April 2024

Application Deadline: No later than **4:00 p.m. April 5, 2024**

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 for ensuring 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.
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 training staff on Ontario Building Code, best practices, and procedures.
 8. Assists in the development of Standard Operating Procedures.
 9. Assists in processing Legal Clearances for property sales.
 10. 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.
 11. Serve as Provincial Offences Officer for the purposes of all offences under the Building Code Act
 12. 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.
 13. Keeps supervisor informed of deviations from office policies requiring modification.
 14. Works independently as part of the building department team with minimal supervision.
 15. Must be service-oriented team player with strong judgment, problem solving, decision making, attention to detail, multitasking, prioritization, time management, training, written, verbal communication skills and excellent customer service, leadership skills and ability to maintain confidentiality.
 16. Performs other related duties as assigned from time to time.

Qualifications:

Essential:

- 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,

- Excellent understanding of building construction methods,
- Strong problem solving and decision-making skills,
- Excellent written, verbal communication skills and excellent customer service skills,
- Minimum 9 years of Part 3 inspection experience in enforcement of the Ontario Building Code and Act through conducting of plans reviews and on-site inspections of buildings to confirm compliance with the regulations, related applicable laws and by-laws.
- Demonstrated ability to accurately evaluate, comprehend and interpret complex drawings illustrating buildings and structures using a high degree of analytical, creative and judgement abilities.
- Must maintain qualifications as determined by the Ministry of Municipal Affairs and Housing.
- Excellent physical condition.
- Valid Class “G” Driver’s License

Preference:

- C.B.C.O. Designation
- Familiarity with building permit software (i.e. Cloudpermit)

The City of Woodstock is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. We embrace equity, diversity, justice, inclusion and belonging and we’re committed to building a team that represents many backgrounds, perspectives and skills, representative of the communities we serve. The more inclusive we are, the better our work and workplace will be. We are committed to creating a workplace where people experience meaningful work, a sense of hope and optimism, an environment of trust, and inspired results.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City of Woodstock will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City’s Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation by contacting hr@cityofwoodstock.ca. In accordance with the Municipal Freedom of Information & Protection of Personal Privacy Act, personal information collected will only be used for candidate selection. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

Satisfactory passing of a criminal record check, employment and proof of qualifications, will be required of any successful candidate(s) for this position.

We thank all candidates who apply, but advise that only those selected for an interview will be contacted. Resumes and cover letters will be received online at <http://careers.cityofwoodstock.ca>