



# BUILDING INSPECTOR

<b>Reporting to:</b>	Deputy Chief Building Official
<b>Department:</b>	Building – Engineering
<b>Classification:</b>	PERMANENT Full Time; Unionized
<b>Salary Range:</b>	\$37.76 - \$44.44/hour as per Schedule “A”
<b>Hours of Work:</b>	8:30 a.m. to 4:30 p.m. Monday to Friday
<b>Starting Date:</b>	April 2024
<b>Application Deadline:</b>	No later than <b>4:00 p.m., April 5, 2024</b>

## Why City of Woodstock?

Known as the Friendly-City, Woodstock is located in the heart of Oxford County and blends big city conveniences with a small-town feel. With a growing population of over 45,000 welcoming citizens, Woodstock residents place high value on our small-town atmosphere, while enjoying urban amenities. The city is a great place to call home with amazing parks and trails, fantastic amenities as well as wonderful arts and cultural facilities. At the crossroads of highways 401 and 403, Woodstock has a thriving manufacturing sector and opportunities in agriculture, education and healthcare and convenient access to communities across Southwestern Ontario. Visitors can enjoy the city’s many festivals and delight in the many local shops and restaurants in Downtown Woodstock.

When you work for the City, you get to be part of an incredible team of dedicated people with a range of skills and experiences to share. Our team works together to help build a strong, connected community where people have access to the services they need, while enjoying a relaxed lifestyle.

Other great benefits to working at the City of Woodstock:

- Join a growing and dynamic organization offering rewarding careers,
- Competitive Wages,
- We offer a Defined Contribution Benefit Pension Plan (OMERS) where employee contributions (9%) are matched by the City start on day one,
- Training opportunities to support you in this role,
- Comprehensive Health, Dental and EFAP benefits from day one,
- And a great working environment for individuals committed to making a difference, just to name a few.

## 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. Perform 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. Perform 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,
  - Prepare correspondence to applicants using Microsoft word, Outlook and permit software,
  - Assist 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. Maintain a diary detailing actions taken relative to daily events, which may be required to effectively present evidence in court.
6. Respond 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. Assist 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. Keep supervisor informed of deviations from office policies requiring modification.
12. Work with minimal supervision.
13. Perform 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.
- 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.

**Preferred:**

- 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](mailto: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>