

Experience it – Ajax!

The Town of Ajax, situated on the northern shore of Lake Ontario, is an innovative municipal sector leader that provides a variety of services to one of the fastest growing communities in Ontario. With over 130,000 residents, Ajax's rich heritage and culturally diverse community make it a great place to work and live.

Mechanical Plans Examiner/Inspector (HVAC and Plumbing)

Reporting to the Senior Building Inspector, the Mechanical Plans Examiner/Inspector, is appointed by Council and is responsible for the examination and analysis of building services, mechanical (HVAC) and plumbing drawings, specifications, calculations, and reports for compliance with the prescriptive provisions of the Building Code Act (BCA) and Ontario Building Code (OBC), as amended, related regulations and applicable laws for the purposes of issuing building permits. Evaluates the energy efficiency designs of the building mechanical systems and verifies all submitted forms, energy modeling reports and calculations to be compliant with the BCA and OBC, as amended.

Key Duties

- Ensures permit applications, construction drawings and related documentation are reviewed for compliance to applicable codes, acts and by-laws, prior to the issuance of building permits.
- Carries out comprehensive review of the mechanical (HVAC), and plumbing components of construction drawings and specifications for buildings and structures to establish conformance with the OBC and other applicable law.
- Verifies where applicable that designers and/or Registered Code Agencies have the appropriate qualifications and registration as established by the BCA and OBC in respect of the category of building for which they are undertaking the design activities.
- Provides evidence before the courts and the Ontario Building Code Commission as a reliable and authoritative witness with pertinent evidence (e.g., testimony, photographs, certified documents, etc.), as required.
- Schedules and performs mandatory building inspections as required by the OBC for the plumbing and mechanical (HVAC) stages of residential, industrial, commercial, and institutional construction subject to a building permit under Section 8 of the BCA to determine compliance with reviewed drawings, the OBC and other applicable law.
- Identifies and records deficiencies, verbally communicates inspection results to applicant/contractor/owner and provides them with a copy of the inspection report.
- Completes an inspection field report for every inspection request, site visit and inspection as a means of providing the owner/contractor, inspector, and the municipality with a record of the inspections as completed.
- Receives and responds to complaints and concerns in relation to OBC requirements, other applicable laws and Municipal By-laws from politicians, professionals, public, trades and other internal and external departments and outside agencies as efficiently and effectively as possible.
- Determines whether a building is unsafe or in a condition that could be hazardous to the health or safety of persons in the normal use of the building, persons outside the building or persons whose access to the building has not been reasonably prevented.
- Provides specialized advisory services on mechanical (HVAC), and plumbing matters to section and departmental staff and further provides guidance, direction, counselling, and training to staff in mechanical (HVAC) and plumbing matters as they relate to the administration of the BCA.
- Participates in the evaluation and approval of compliance alternatives submitted by architects and engineers for building designs.
- Issues orders under the BCA to gain compliance, such as Order to Comply, Order Not to Cover, and Order respecting an unstable building.

- Recommends issuance of Stop Work Orders or an Order Prohibiting the Use or Occupancy of an Unsafe Building if compliance with an order is not obtained.
- Recommends commencement of legal action under the Provincial Offences Act where infractions are not resolved (e.g., failure to comply with an order) in a satisfactory manner and appears in court as an effective witness with pertinent evidence (e.g., testimony, photographs, certified documents, etc).
- Participates on Code related technical associations and groups such as the Ontario Building Official Association (OBOA), Ontario Plumbing Inspectors Association (OPIA) and Building Code Advisory Committees. Participation provides a network of contacts for advice, training and OBC interpretation.

Qualifications/Skills

- Relevant University / College program (3- or 4-year diploma in Mechanical Engineering) or, a combination of training, education and experience deemed equivalent.
- Registered with the Ministry of Municipal Affairs and Housing, and qualified in the following categories as defined under the Ontario Building Code, Division C - Part 3:
 - General/Legal Process
 - Plumbing House
 - Plumbing – All Buildings
 - HVAC House
 - Building Services
- Eligibility for and willingness to obtain and maintain certification with the Ontario Building Officials Association (OBOA) as a Certified Building Code Official (CBCO).
- Minimum 5 years' experience, or a combination of training, education and experience deemed equivalent.
- Experience in building inspections, building code enforcement and orders issuance, representation in courts, thorough knowledge and understanding of the Occupational Health & Safety Act, customer service.
- Maintains qualifications and registration established by the Province of Ontario to administer the Building Code Act and the Ontario Building Code.
- Excellent ability to read and interpret plans and specifications.
- Strong Code knowledge and experience to deal with highly complex life and fire safety matters; and is able to provide advice to architects and engineers.
- Proficient written, verbal and listening communication skills. Must be able to prepare written reports and agreements. Must have strong knowledge of citizen engagement and facilitation techniques and processes.
- Excellent ability to think logically and consistently to ensure that decisions are not arbitrary and are based on rational approaches in solving issues at hand.
- Strong research skills; able to seek and analyze information from all sources to properly assess status of assigned projects, identify best practices, and recommend improvements to operating procedures and standards.
- Proficient skills in Microsoft Office Word, Excel, PowerPoint, AMANDA, Outlook and M365.
- Proven organization, time management and planning skills.
- Self-motivated, positive, confident, and approachable.
- Respectful of diverse opinions and perspectives.
- Valid Ontario Class 'G' driver's license.

Nice to Have

- A professional designation such as Certified Engineering Technologist (CET), or Member of the Association of Architectural Technologist of Ontario (MAATO) is considered an asset.
- Experience in the broader public sector, in a unionized environment an asset.
- Working level knowledge of BlueBeam Revu™ is considered an asset.

Members of CUPE bargaining unit will be considered first in accordance with the collective agreement. If there are no qualified candidates from within the bargaining unit, consideration may be given to other applicants.

What is Offered to Staff

- Rate of Pay: \$44.65 - \$47.25 per hour.
- Hours of Work: This is a unionized position that works 35 hours per week. The hours of work are Monday to Friday from 8:30 a.m. - 4:30 p.m. and are in accordance with the CUPE Collective Agreement.
- Benefits: The Town offers full-time staff a comprehensive benefit package with paid sick, vacation and personal leave days; Employee & Family Assistance Program; Health & Wellness Program, Town of Ajax Fitness Centre membership; plus, a defined benefits pension (OMERS pension).

How to Apply

To apply for this exciting opportunity, please go to the Town of Ajax website at www.ajax.ca/careers. The closing date for this position is **11:59 p.m. on April 25, 2024**.

We would like to thank all applicants; however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Equal Opportunity Employer

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected, and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources staff of any accommodation you may require during the process.