

EXTERNAL JOB OPPORTUNITY

POSITION:	INSPECTOR II	JOB POSTING #:	2024-0366
POSTING PERIOD:	Monday, July 22, 2024 at 8:30 AM to Friday, August 2, 2024 at 4:30 PM		
DEPARTMENT:	Building Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543587
POSITION STATUS:	Regular Full-Time	GRADE/CLASS:	0.20
# OF POSITIONS:	3	RATE OF PAY:	\$39.56 - \$46.53 per hour
POSITION #:	00006010; 00006014; 00006015	SHIFT WORK REQ'D:	No
HOURS OF WORK:	37.50		

DUTIES:

Reporting to the Manager of Inspections (East/West), this position will be responsible for the performance of site inspections for all buildings and properties regulated under all Parts of the Ontario Building Code, including the Building Code Act to ensure compliance with the approved plans, the Ontario Building Code and reference standards and related provincial and municipal legislation: Inspects and monitors construction and demolition for compliance with the approved plans, the Ontario Building Code, referenced standards applicable law and good construction practices, within 'House', 'Small Buildings', 'Large Buildings', 'Plumbing-House & All Buildings', 'HVAC House', 'Building Services', 'Building Structural', 'Detection, Lighting & Power'. Inspects ground and wall signs for compliance with the Ontario Building Code and Sign By-law(s) and issues orders for contraventions. Organizes workload and documents inspection results, including collection and attachment of photographs, documents and reports in the computerized records management and tracking system. Provides instruction to contractors, architects, engineers and the public on the regulations and required construction practices and investigates complaints. Reviews plans and specifications from all construction disciplines to ensure overall compliance with the Ontario Building Code as required; Verifies existing site conditions on permit drawings and/or information on municipal addresses to ensure compliance with Committee of Adjustment and Local Planning Appeal Tribunal (formerly Ontario Municipal Board) decisions. Inspects and coordinates with other divisions and outside agencies to determine compliance with planning agreements. Investigates complaints and applies enforcement regarding contraventions of statutes, regulations and bylaws under the carriage of the CBO i.e. Property Standards, Fence, Swimming Pool, Zoning etc. Advises Ministry of Labour of unsafe working conditions or sites and participates in investigations. Inspects the structural integrity of fire damaged or unsafe buildings to determine the extent of damage and need for repairs/replacement/demolition or unsafe orders and works with other enforcement agencies (Police, Fire, By-law, etc.). Inspects and prepares evidence for presentation before the courts. Represents the City in civil litigation; Responds to enquiries from the public concerning requirements of the Ontario Building Code and applicable law affecting new construction. Issues orders for Ontario Building Code/Act violations/deficiencies; Inspects for partial occupancy compliance and issuance of Partial Occupancy Permits; Conducts annual licensing inspections for public halls, lodging homes and hospitality establishments serving alcohol for agency required clearances for the sale and service of alcohol; Prepares detailed and accurate technical reports. Reviews consultants field reports for accuracy and completeness; Verifies that materials and methods of construction meet approved standards and construction practices; Issues Orders to Comply when infractions of regulations are found, files court charges and gives evidence in court when legal action is required to obtain compliance; Approves alternative design and equipment substitutions that vary from approved plans; Represents the Division at various committees and meetings; Mentors less experienced staff; Will be required to travel to off-site locations. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

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TTY:1-866-488-9311
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- Must have an Ontario Secondary School Graduation Diploma plus (3) years of post-secondary education from a Community College or University in Architectural Technology, Civil Engineering Technology or Mechanical Engineering Technology, or Ontario Ministry of Education equivalencies; with an additional (1) year post-secondary education authorized by the Ministry of Municipal Affairs and Housing (MMAH) at the Ontario Building Officials Association or accredited Community College;
- Must have over ten (10) years of progressively responsible experience in building construction and a comprehensive knowledge of building design and construction;
- Must have Provincial Qualifications from the Ministry of Municipal Affairs in:
 - General Legal or CBO Legal
 - House
 - Small Buildings
 - Large Buildings
 - Plumbing – House
 - Plumbing – All Buildings
 - HVAC – House
 - Building Services
 - Building Structural
 - Detection, Lighting and Power
- Must hold and maintain a current, valid and lawful Class 'G' Driver's License in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment. Access to a properly insured vehicle;
- Must have experience and education in the design and installation of building, plumbing, heating, ventilation and air conditioning systems;
- Must have experience in a computerized office environment and be familiar with the Microsoft Office Suite of Products;
- Must be capable of reading and interpreting construction drawings;
- Must have comprehensive knowledge of the Ontario Building Code and other related standards;
- Must have effective oral and written communication skills in all mediums;
- Must have knowledge and ability to apply the Ontario Occupational Health and Safety Act and Regulations relevant to building construction;
- Additional Provincial Qualifications in '*Complex Buildings*' and '*On-site Sewage*' would be an asset.
- Ability to deal tactfully and courteously with the public;
- Good problem solving and conflict resolution skills;
- Current Certificate of Qualification under the Apprenticeship and Tradesperson's Qualifications Act as a sheet metal worker is an asset;
- O.A.C.E.T.T. Certification or A.A.T.O. Certification as an Engineering or Architectural Technician or Technologist is an asset;
- Membership with the Ontario Building Officials Association along with CBCO designation will be considered an asset;
- May be required to lift up to 11 lbs.

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