



## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

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The Building Department is looking to fill a Building Inspector vacancy and will be selected into one of the positions outlined below depending on qualifications:

**Posting #:** CUPE 58.24

**Position:**

Building Inspector I (\$29.64 - \$37.04 per hour)

Building Inspector II (\$44.20 per hour less \$1 for the first 6 months)

Building Inspector III (\$47.89 per hour less \$1 for the first 6 months)

**Status:** Permanent Full Time

**Employee Group:** CUPE 4700

**Division:** Community Development

**Department:** Building

**Reports To:** Supervisor, Building

**Location:** Simcoe (with remote work as required)

**Posting Period:** July 22, 2024 – August 6, 2024

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**How to Apply:**

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/66D261F340>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcountycanada.ca/employment)



**Basic Function:****Building Inspector I:**

The primary function of this position is the review and inspection of buildings falling within the scope of those described in Row 1 (House), Row 5 (Plumbing – House), Row 7 (HVAC –House) and Row 10 (On-site Sewage Systems) of Table 2.20.2.1 of the Ontario Building Code

**Building Inspector II:**

The primary function of this position is the review and inspection of buildings falling within the scope of those buildings described in Row 1 (House), Row 2 (Small Buildings), Row 6 (Plumbing – All Buildings), Row 8 (Building Services), Row 9 (Building Structural) of Table 2.20.2.1 of the Ontario Building Code.

**Building Inspector III:**

The primary function of this position is the review and inspection of buildings falling within the scope of those buildings described in Row 1 (House), Row 2 (Small Buildings), Row 3 (Large Buildings), Row 4 (Complex Buildings), Row 6 (Plumbing – All Buildings), Row 8 (Building Services), Row 9 (Building Structural) and Row 11 (Detection, Lighting and Power) of Table 3.5.2.1 of the 2012 Ontario Building Code.

- Provide advice, interpretation, and guidance to Building Inspectors I and II in the absence of the Chief Building Official and Deputy Chief Building Official
- Research new building materials, processes and procedures as they relate to the Ontario Building Code
- To provide advice regarding the interpretation of zoning bylaws

**Position Description:**

- Interpret, administer zoning by-laws, the Ontario Building Code Act and regulations and ensure all other applicable provincial or municipal by-laws are complied with.
- Examine permit applications, building plans, reports and specifications submitted with applications within their area of qualification to ensure that compliance with the legislation referred to above, has been achieved; notify applicants of any changes necessary in order to achieve compliance and issue or reject building permits, demolition permits, plumbing permits and septic permits on the basis of the review and on behalf of the Chief Building Official.

- Provide comments on private septic system approvals as part of departmental circulation process.
- Perform mandatory and other pertinent on-site inspections of buildings under construction within their area of qualification to ensure compliance with the legislation referred to above, document findings, interpret technical data, test results and reports for the purpose of verifying compliance with all applicable legislation.
- Responsible for issuance of various letters, documents and orders such as Orders to Comply, Unsafe Building Orders, Orders Not to Cover and ensure through the Chief Building Official, the issuance of Stop Work Orders, Orders Prohibiting Occupancy and Orders to Uncover; all in order to ensure compliance with applicable legislation.
- Interpret and administer Zoning By-laws, prepare letters confirming zoning verification, building compliance and work order searches, responds to legal and public inquiries regarding zoning and completes zoning deficiency forms for applications which do not comply with the applicable zoning by-law requirements.
- Respond to technical enquiries and provides advice to the public regarding general construction practise, the Ontario Building Code, New Home Warranty Program, Canadian Farm Building Code, and all other pertinent legislative requirements.
- Input all required data onto the Building Department permit management system for the purpose of monitoring the status of permits issued, site inspections completed, orders issued and for the compiling of statistical reports for internal use, Statistics Canada, County Assessment Department, Bell Canada, Union Gas and a variety of other departments or agencies.
- Act as Provincial Offences Officer in the enforcement of Provincial Acts and Municipal By-laws as required and to appear and testify in court proceedings when necessary.
- Calculate permit fees required, receive payment for permits, information letters and documents as required.
- Accept written requests for information under the Freedom of Information and Protection of Privacy Act as required
- Work with Zoning Administrator providing advice regarding specific situations/ issues when and if required.
- Other duties as assigned by the Chief Building Official.

## **Knowledge and Experience:**

- Three year community college program, i.e. civil engineering technology, construction engineering technology or architectural technology or related discipline or equivalent
- Obtain membership in Ontario Building Officials Association
- Certification or in the process of achieving CBCO is considered a definite asset
- **Building Inspector I:**
  - Over one and up to and including two years related experience to become familiar with scope of position, or equivalent previous experience
  - Provincial qualification in “General Legal” and to inspect in the following classes:
    - Plumbing – House
    - House
    - HVAC
    - Part 8 - On-site Sewage Systems - Inspector – 1997
  - Where such requirements are not met applicant must be willing to pursue qualification by taking courses and have passed all exams within 6 months of date of hire
- **Building Inspector II:**
  - Over four years current related experience
  - Provincial qualification in “General Legal” and to inspect in the following classes:
    - Plumbing – All Buildings
    - House
    - HVAC-House
    - Small Buildings
    - Building Services
    - Building Structural

- On-Site Sewage
- Where such requirements are not met applicant must be willing to pursue qualification by taking courses and have passed all exams within 6 months of date of hire
- **Building Inspector III:**
  - A minimum of six years current related experience
  - Provincial qualification in “General Legal” and to inspect in the following classes:
    - Plumbing – All Buildings
    - House
    - HVAC-House
    - Small Buildings
    - Building Services
    - Building Structural
    - Large Buildings
    - Complex buildings
    - On-Site Sewage
  - Where such requirements are not met applicant must be willing to pursue qualification by taking courses and have passed all exams within 6 months of date of hire

**Skills and Abilities:**

- Knowledge and understanding of the Ontario Building Code and regulations
- Valid Ontario driver’s license and access to a reliable vehicle
- Computer expertise in corporate standard software (Microsoft Office) and department specific software to data search and entry and to create and modify word processed documents
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act

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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.