

## City of Waterloo

One of the World's Top Intelligent Communities, Waterloo boasts a knowledge economy that is globally recognized and is home to major employers, global think-tanks, the country's leading finance and insurance companies, and world renowned post-secondary institutions. Waterloo's prosperity is at an all-time high and consistently outperforms provincial standards for wealth, educational attainment, and talent. From urban design and architecture awards to sustainability and economic development awards, Waterloo wins local, provincial and global acclaim as a premier destination for success.

### Municipal Building Official II

A full-time opportunity exists for an experienced person to fulfill the role of Municipal Building Official II and undertake the duties of an inspector as defined in the Building Code Act, under the supervision of the Chief Building Official. The role entails both plans examination and inspection of construction for large and complex buildings to verify compliance with the Building Code Act, the Building Code and other applicable law as defined in the Code.

**Salary/Hourly Range:** \$73,534-\$91,918 annually

### Accountabilities

- Digital plans review of construction drawings for large and complex buildings, coordinating the permit after it has been accepted through to issuance
- Inspection of construction for large and complex buildings
- Conduct independent analyses, interpretations and conclusions on complex building matters including researching, evaluating, and making recommendations for alternative solution proposals
- Provide support to the management team in creation of technical policies and evaluation of innovative designs and products
- Work independently and report difficult, complex or unusual matters to the management team
- Resolve any code deficiencies with design professionals or builders and ensure permits are issued and inspections are completed within the mandated timeframes
- Answer Building Code inquiries from design professionals, builders and the general public
- Verify all applicable approvals from other levels of government and authorities
- Provide assistance to inquires relating to the building permit and inspection process
- Keep excellent records of activities.
- Balance and prioritize workload to ensure mandated timeframes for review and inspections are met, and report workload conflicts to the management team
- Participate as a member on related committees as required
- Other duties as assigned

### Minimum Qualifications

- Must be qualified under the Building Code Act in the following categories: (Legal General, House, Small Buildings, Large Buildings, Complex Buildings, Building Structural, HVAC House, Building Services and Plumbing - All Buildings) or willing to obtain any outstanding qualifications within the probationary period
- Post-secondary diploma in Construction Engineering or Architectural Technology or equivalent
- Minimum five years progressive construction experience. Preference will be given to candidates with experience in both plans examination and building inspection on a diversity of complex development projects.
- Ability to apply advanced analytical strategies to solve complex Code matters by developing solutions based on a consideration of existing and acceptable practices and their application
- Demonstrates effective communication and listening skills to identify problems and solutions

- Experienced in initiating courageous conversations with tact and discretion in the interest of maintaining healthy and respectful internal and external relationships
- Ability to maintain a positive outlook and constructive attitude when facing adversity
- Must be flexible and able to manage multiple tasks, priorities, and deadlines
- Must hold a valid Class “G” license with a good driving record
- Excellent time management, organizational and record-keeping skills
- Focused on using innovative technology
- Experience in issuing orders and preparing for Court is an asset
- A satisfactory Police Records & Judicial Matters Check will be required as a condition of hire

For more details and to apply on-line, please visit the employment page of our website at:  
[www.waterloo.ca/careers/](http://www.waterloo.ca/careers/)

**Job Posting Deadline:** December 13, 2019 at 4:00 pm