

Posting # 1919

***Revised with Development Opportunity**

Title: Building Code Enforcement Officer

Section: Building Inspection Services

Division: Building Services

Department: Growth and Infrastructure

Initial Reporting Location: Tom Davies Square

Job Status: Permanent Position

Number of Vacancies: 1

Affiliation: Inside Unit

Hours of Work: 70 hours bi-weekly

Shift Work Required: No

Range of Pay: Group 12 - \$33.11 to \$41.77 per hour - Rate in effect April 1, 2024 (Subject to Review)

The start date will follow the selection process.

This position is not eligible to work remotely.

Characteristic Duties: Under the general supervision of the Director of Building Services/Chief Building Officer and the day-to-day direction of the Manager of Building Inspection Services.

1. Knowledge and ability to interpret and enforce codes, by-laws and working (construction) drawings, with an excellent understanding of the Building Code Act, Ontario Building Code, Ontario Fire Code, Planning Act, Zoning Act By-Law, and municipal by-laws.
2. Provide information and interpretation of by-laws to stakeholders including city officials, business representatives, and the public. Mediate resolutions with non-compliant customers.
3. Perform field investigations and inspecting public and private properties as required to assess compliance. When required, enforce compliance through the issuance of notices and orders and fines.
4. Inspect structures and assist in resolving safety conditions in conjunction with internal and external parties.
5. Input data into the retrieve information from CRM system regarding citizen complaints or customer service requests escalating to management as necessary and issue Order to Comply when infractions of regulations are found.
6. Ensure Orders issued by the Chief Building Official are mailed to applicable property owner and monitor process of same.
7. Compile and maintain database of Orders in CRM and Accela systems issued under the Chief Building Official.
8. Follow up on existing dormant permits and lapsed Orders for the purpose of obtaining compliance and closing files.
9. Collect, compile, and maintain evidence required for court action and the preparation of court documents; liaise with internal and external parties for coordinated response to joint investigations.
10. Attend court to give evidence and testify at trials and hearings as direct. Conduct follow-up inspections after prosecution to prevent recurrence or the continuation of infractions.
11. Attend before a Justice of the Peace to lay information to initiate court proceedings and service summons on accused persons and subpoenas on witnesses.
12. Attend at defendant's first appearance in court, personally testify at trials, as required; follow up on cases after prosecution to prevent recurrence or continuation of infractions.
13. Issue Part 1 Offence charges, as required.
14. Prepare reports and correspondence regarding the status of an ongoing investigation or complaint related to CRM complaints. Maintain complete and accurate records.
15. Prepare reports and correspondence on appeal with respect to by-law and zoning matters, for the Planning committee and outside agencies, when required.
16. Perform typing, filing, and miscellaneous clerical duties.
17. Assist other employees within the section with their duties during periods of overload, vacation, or absence.
18. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable provincial legislation listed

therein.

19. Perform other related duties as required.

Qualifications:

- Successful completion of secondary school (grade XII) education.
- Certification as a Municipal Law Enforcement Officer (MLEO) considered an asset.
- Must be qualified for General Legal/Process as defined under Part 3, Division C of the Building Code from the Ministry of Municipal Affairs and Housing.
- Over one (1) year up to and including two and one-half (2½) years of related municipal or police law enforcement experience.
- Understanding of municipal by-law enforcement procedures and methods.
- Interpersonal skills in dealing with peers, supervisor, and the general public. Must be able to deal with CGS staff and outside agencies in a courteous and effective manner.
- Demonstrated organizational, analytical, and administrative skills and ability to exercise judgement in procedures and methods used.
- Ability to work with computer software and administrative systems in a Windows environment (e.g., file maintenance, word processing, spreadsheet applications, databases, information input and retrieval, etc.).
- Demonstrated ability in report writing.
- Excellent use of English; verbally and in writing.
- French verbal and written skills an asset.
- Satisfactory health, attendance, and former employment history.
- Must adhere to the Custodial Use Policy at the City of Greater Sudbury for vehicles.
- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

*This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$30.86 to \$38.35 per hour. (Rate in effect April 1, 2024) The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Tuesday, April 9, 2024**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](http://Applicants Living Outside of Canada (greatersudbury.ca))

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca