



About the City of Hamilton

Contribute to the City of Hamilton, one of Canada’s largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. **#BeTheReason**

JOB POSTING

JOB ID #: 30016

BUILDING INSPECTOR/PLANS EXAMINER
PLANNING & ECONOMIC DEVELOPMENT
BUILDING DIVISION
HAMILTON CITY HALL

NUMBER OF VACANCIES: All current and future full-time vacancies for the period of June 1, 2024 – December 1, 2024

UNION/NON-UNION: CUPE Local 5167 Inside Workers

HOURS OF WORK: 35.00 hours per week

GRADE: P

SALARY/HOUR: \$49.496 - \$56.246

Note: See appropriate Collective Agreement or the Non Union Salary Range for details.

STATUS/LENGTH: Permanent

SUMMARY OF DUTIES

Reporting to Supervisors of Building Inspections, performs inspection and reports on buildings to enforce Provincial legislations and Municipal by-laws.

GENERAL DUTIES

Attend properties and construction sites within the municipality and performs inspections; enforces the Building Code Act/Regulations and applicable municipal By-laws and Codes.

Proactively attends properties and construction sites and performs inspections, enforces Building Code Act/Regulations and applicable municipal By-laws and Codes.

Issue Orders to Comply under the Building Code Act/Regulations, Zoning By-law, Property Standards By-law, Licensing Code, Fortification By-law and Swimming Pool Enclosure By-law.

Attend and investigate potentially unsafe properties and issue Unsafe Orders where required.

Liase with the Hamilton Police Service, Public Health Services, Fire Department, Health Canada, Horizon Utilities Corporation, Union Gas and other outside agencies.

Conduct sewage system maintenance inspections and enforce the prescribed standards for various sewage maintenance programs.

Order Environmental Audits under the Illegal Marijuana Grow Operations By-Law and analyse same for detailed remediation protocol and compliance.

Assist in the creation and implementation of an appropriate protocol to ensure public safety and remediation of affected buildings.

Assess repair estimates; make recommendations and follow up.

Attends sites and perform inspections; enforce the Building Code Act, Municipal Act and applicable by-laws and Codes to ensure fitness for habitation.

Prepare damage reports and oversee permit for reconstruction. Ensure as constructed work complies with the Ontario Building Code and other applicable law.

Inspect structures designated for demolition. Recommend fitness for habitation.

Investigate and analyze building services for non-compliance and/or alterations and determine appropriate remedial action.

Communicate, co-ordinate and advise staff, other Departments, contractors, architects, engineers, lawyers, agencies and the public.

Prepare reports and briefs such as demolition reports, property standard appeal briefs, crown briefs, compose correspondence, compile statistics.

Maintain and update accurate records of inspection information.
Schedule appointments for site inspections.

Complete time sheets.

Input data; generate monthly reports.

Search and update property files.

Review and verify architectural, mechanical and structural drawings, specifications, engineering reports, and legal documents.

Summarize records and documents; represent the Municipality in court; appeal hearings and Public/Committee meetings.

Attend training.

Serve summonses pursuant to the Provincial Offences Act.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Maintain safety precautions to avoid compromising situations.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. The ability to inspect buildings/structures normally acquired by a Community College graduate from an Architectural or Civil Engineering Technology Program or University graduate from an Architectural or Civil Degree Program, or equivalent related work experience with progressive experience of relevant Municipal By-Law Enforcement.
2. Eligible for OBOA Certification (Ontario Building Officials Association).
3. A minimum of four years of experience as a Building Official, or, a minimum of four years of similar site inspection experience in the private sector, related to construction regulated by the Ontario Building Code.
4. Must possess excellent written and verbal communication skills.
5. The ability to inspect buildings, investigate and analyze reports and determine infractions to the Building Code Act/Regulation, applicable municipal By-laws and Codes. The ability to review and verify various types of drawings, specifications, engineering reports and legal documents.
6. The ability to act independently, with strong problem solving and decision making skills.
7. The ability to deal effectively with co-workers, contractors, architects, engineers, lawyers, agencies and the public.
8. The ability to enforce regulations with firmness, consistency, tact and courtesy in field inspection work.
9. The ability to make 'judgement calls' and 'alternative measures' decisions as needed when making on-site decisions pertaining to the Building Code, by-law acceptability, interpretation and equivalencies.
10. Must possess numerical aptitude and computer literacy skills.
11. Must have passed the following Ministry examinations and therefor eligible to be appointed as an inspector under the Ontario Building Code Act;
 - General Legal/Process
 - House

- HVAC House
- Plumbing House
- Small Buildings
- Plumbing - All Buildings
- On-Site Sewage Systems
- Building Services

12. Within 12 months the successful candidate must obtain qualification in the following categories:

- Building Structural
- Large Buildings
- Complex Buildings

13. Previous experience in environmental auditing and mould remediation protocol would be considered an asset.

14. Must possess a Class "G" Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

NOTE 1:

As a condition of employment, the successful candidate(s) will be required to obtain a satisfactory Criminal Reference Check at their own expense, prior to beginning work in this position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace. It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any

falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

Please apply on or before: 2024-05-15