

## **Inspector Generalist (Building Inspector)**

**With your track record of success in reviewing construction and permit drawings, and knowledge of the Ontario Building Code and related standards and legislation, you welcome the opportunity to join the Toronto Building Division in one of these 12 permanent, full-time positions.**

**To learn more about this opportunity and about the role and mandate of Toronto Building within the City of Toronto, please attend the Toronto Building Recruitment Open House, taking place at City Hall, 100 Queen Street West, Council Chamber/Members Lounge, on Monday, May 7, 2018 from 4:30 p.m.-9:00 p.m.**

As an **Inspector Generalist**, you will conduct site inspections of small buildings and houses at mandatory stages of construction, to check and enforce compliance with the reviewed permit documents, the Ontario Building Code, and related legislation.

As an **Inspector Generalist – Infill/Dedicated Housing Construction**, you will conduct inspections of residential infill housing projects and follow up on open (dormant or stale) building permits, to check and enforce compliance with the approved permit documents, the Ontario Building Code, and related legislation.

### **MAJOR RESPONSIBILITIES**

Your primary responsibilities as an Inspector Generalist (Building Inspector) will be varied, but you'll be expected to:

- Inspect construction and demolition for compliance with the reviewed permit plans, the Ontario Building Code, referenced standards and applicable laws within the building, plumbing, and HVAC disciplines, within the timeframes specified in the legislation.
- Organize workload, schedule inspections, and document inspection results, including the collection and attachment of photographs, documents, and reports in the Division's computerized records management and tracking system.
- Provide instruction to contractors, architects, engineers and the public on the regulations and compliance matters as they relate to building construction and construction-related by-laws, and investigate complaints.
- Review plans and specifications from all disciplines to ensure overall compliance with the Ontario Building Code, as required.
- Verify existing site conditions on permit drawings and/or information on municipal addresses, Committee of Adjustment and Toronto Local Appeal Body decisions.
- Inspect and co-ordinate with other divisions and outside agencies to determine compliance with planning agreements.
- Investigate complaints regarding contraventions of statutes, regulations, and by-laws (e.g. noise, civil disputes).
- Advise the Ministry of Labour of unsafe working conditions or sites and participate in investigations.
- Inspect fire-damaged or unsafe buildings to determine the extent of damage and need for repairs/replacement.
- Inspect structural collapses and collaborate with other agencies involved.
- Inspect and prepare evidence for presentation before the courts.
- Represent the City in civil litigation.
- Inspect signs for compliance with the Ontario Building Code and Sign By-law(s) and issue notices of non-compliance for contraventions of the Sign By-law.
- Prepare court briefs, and appear and give evidence in court on charges under the Building Code

Act.

- Respond to applications and give evidence before the Building Code Commission, and the Toronto Local Appeal Body on the Ontario Building Code Act, the Ontario Building Code and other applicable laws.
- Respond to enquiries from the public concerning requirements of the Ontario Building Code and applicable laws affecting new construction.
- Issue Orders and Notices of Violation (Ticket Offence Notices) in response to deficiencies.
- Attend meetings with the public and members of Council.
- Liaise with other divisions, provincial bodies, agencies and organizations regarding regulations and compliance.
- Inspect for partial occupancy and full occupancy clearances.
- Inspect to determine Building Code and applicable law compliance for liquor licence applications.
- Prepare detailed and accurate reports.
- Review consultants' field reports for accuracy and completeness.
- Verify that materials and methods of construction meet approved standards and construction practices.
- Inspect on-site materials and conditions to ensure compliance with the Ontario Building Code.
- Monitor outstanding orders, initiate pre-court hearings and recommend that legal action be taken.
- Issue Orders to Comply when infractions of regulations are found and give evidence in court when legal action is required to obtain compliance.
- Liaise with City Councillors, other divisions, community groups, agencies, other levels of government and other bodies.
- Approve alternative design and equipment substitutions that vary from the reviewed permit documents.
- Make recommendations to improve divisional policies, procedures and practices.
- Contribute to special teams working on divisional projects.
- Represent the Division at various committees and meetings.
- Train and mentor staff.

## **KEY QUALIFICATIONS:**

Your application for the role of **Inspector Generalist (Building Inspector)** must describe your qualifications as they relate to:

1. Post-secondary degree or diploma in a discipline such as architectural technology, building science, or civil engineering technology, or an equivalent combination of education and experience.
2. Considerable experience with performing building inspections of houses and small buildings or related experience in the construction and renovation industry.
3. Considerable experience with reviewing construction drawings and permit drawings for houses and small buildings.

### **You must also have:**

- Ability to obtain the following Ministry of Municipal Affairs BCIN qualification requirements for building officials: General Legal, Small Buildings, Plumbing – All Buildings, Building Services and Building Structural.
- Thorough knowledge of the Ontario Building Code, the Ontario Building Code Act, including HVAC and Plumbing systems, and other applicable legislation/construction standards.
- Considerable knowledge of the work performed by the various professionals and sub-trades on a construction project.
- Knowledge of, and ability to apply, the Ontario Occupational Health and Safety Act and Regulations relevant to building construction.
- Knowledge of Part 9 buildings.

- Knowledge of the responsibilities and the jurisdiction of other departments, and Provincial and Toronto agencies.
- Knowledge of the construction of all types of buildings.
- Ability to read and interpret plans, specifications, codes and by-laws.
- Good written communication skills with the ability to prepare concise, detailed and accurate reports and correspondence, and operate a computer.
- Good oral communication skills with the ability to submit oral evidence in court.
- Ability to deal effectively and courteously with customers, the general public and all levels of staff by telephone, in person and in writing.
- Ability to train and mentor inspection staff.
- Skill in the use of computer technologies.
- Good interpersonal, problem-solving and conflict management skills.
- Ability to plan, organize and manage work with minimal supervision and complete assigned duties accurately and within timelines.
- Ability to handle confidential and sensitive information with discretion and tact.
- Physical capability of performing required duties and ability to work in all weather conditions.
- Possession of, and ability to maintain, a valid Ontario Class "G" Driver's Licence and access to a properly insured vehicle.
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

**Number of Positions Open and Work Location Information:**

- **Four (4) vacancies located at North York Civic Centre, 5100 Yonge Street**
- **Two (2) vacancies located at Scarborough Civic Centre, 150 Borough Drive**
- **Two (2) vacancies located at Etobicoke Civic Centre, 2 Civic Centre Court**
- **Four (4) vacancies located at 95 The Esplanade**

**Wage Range:** \$42.36 - \$46.43 per hour

**Work for the City you love**

Toronto is Canada's largest city, the fourth largest in North America, and home to a diverse population of about 2.8 million people. Consistently ranked one of the world's most livable cities, we are a global centre for business, finance, arts and culture. Join the award-winning Toronto Public Service as an Inspector Generalist (Building Inspector) within our Toronto Building Division.

**How to Apply:**

For more information on these and other opportunities with the City of Toronto, visit us online at [www.toronto.ca/jobs](http://www.toronto.ca/jobs). To apply online, submit your resume, quoting **File #2301230 X**, by **May 15, 2018**.

**Please note that all applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume or to the one used to set up their Candidate Profile if applying on TalentFlow. As an applicant, it is your responsibility to ensure that you check your email regularly.**

Accommodation: The City of Toronto is committed to fostering a positive and progressive workforce reflecting the citizens we serve. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and the [City of Toronto's Accommodation Policy](#). You can request for accommodation related to the protected grounds at any stage of the City's hiring process, i.e., application, assessment and placement.

If you are an individual with a disability and you need accommodation in applying for this position, please email us at [applaccomodation@toronto.ca](mailto:applaccomodation@toronto.ca), quoting the job ID #2301230 X and the job classification title.

If you are invited to participate in the assessment process, we ask that you provide your accommodation needs in advance at that time. Please be advised that you may be requested to provide medical/other

documentation to Human Resources to ensure that appropriate accommodation is provided to you throughout the hiring process.