



## SPECIALIST, HVAC

**Job ID:** 44240

**Job Category:** Audit, Compliance & Inspections

**Division & Section:** Toronto Building, Tor Bldg Toronto & East York District

**Work Location:** 95 The Esplanade

**Job Type & Duration:** Full-Time, Permanent Position

**Hourly Rate and Wage Grade:** \$51.19 - \$56.07, TF0250, Wage Grade 16

**Shift Information:** Monday to Friday, 35 hours per week

**Affiliation:** L79 Full-time

**Number of Positions Open:** 1

**Posting Period:** 26-Jan-2024 to 9-Feb-2024

### Major Responsibilities:

Reporting to the Manager, Inspections, the Specialist HVAC conducts site inspections of industrial, commercial, institutional and multi-residential buildings to ensure compliance with the approved plans, the Ontario Building Code and referenced standards and related legislation with respect to heating, ventilation and air conditioning systems.

- Inspects Heating, Ventilation and Air Conditioning systems installation in all types of buildings to ensure compliance with the approved plans, the Ontario Building Code and referenced standards within the timeframes specified in the legislation.
  - Prepares and submits reports for each inspection made. Monitors progress of work.
  - Prepares detailed, accurate and timely reports and deficiency lists. Reviews consultants' field reports for accuracy and completeness.
  - Issues appropriate Orders to Comply and monitor outstanding Orders to ensure timely enforcement within statute of limitation period.
  - Organizes workload, schedules inspections and documents inspection results, including the collection and attachment of photographs, documents and reports in the Division's computerized records management and tracking system.
  - Coordinates joint inspections with inspectors as required.
  - Provides instruction to contractors, architects, engineers and the public on the regulations and required construction practices and investigates complaints.
  - Reviews plans and specifications from other disciplines, as required, to ensure overall compliance with the Ontario Building Code as it related to HVAC systems.
  - Investigates complaints regarding contraventions of statutes, regulations and by-laws.
  - Advises Ministry of Labour of unsafe working conditions or sites.
  - Inspects fire damaged or unsafe buildings to determine extent of damage and required repairs/replacement with respect to HVAC systems.
  - Inspects for LLBO clearances.
  - Appears and gives evidence in court on the Ontario Building Code Act, the Ontario Building Code and other applicable laws and appears at the Ontario Building Code Commission.
  - Inspects and prepares evidence for presentation before the courts. Gives evidence on behalf of the City in civil litigation.
  - Conducts Part 9 HVAC inspections when requested. Verifies testing of equipment related to HVAC systems.
-

- Inspects and verifies the installation and testing of fire suppression systems and the HVAC portion of life safety systems.
- Liaises with City Councillors, other divisions, community groups, agencies, other levels of government and other bodies regarding HVAC issues.
- Approves alternate design and equipment substitutions that vary from approved plans.
- Makes recommendations to improve Divisional policies, procedures and practices.
- Responds to enquiries from the public concerning requirements of the Ontario Building Code related to HVAC.
- Inspects for partial occupancy clearances.
- Inspects on-site materials and verify that materials, method of construction and conditions satisfy the design specifications, meet approved standards and is in compliance with the Ontario Building Code.
- Reviews permit plans for compliance with the Building Code and referenced standards.
- Represents the Division at various committees and meetings.
- Attends to complaints (e.g. noise, odours, civil disputes).
- Trains and mentors staff.

### **Key Qualifications:**

#### **Your application must describe your qualifications as they relate to:**

1. Post-secondary diploma/certificate in a discipline pertinent to the job function such as mechanical technology, with electives taken related to HVAC systems operations and installations or an equivalent combination of education and experience.
2. Considerable experience as a tradesperson in the construction industry with HVAC systems and designs and/or completion of all requirements for the Province of Ontario Certification as a journeyman in HVAC systems.
3. Considerable experience reading and interpreting plans, specifications, and datasheets pertaining to HVAC systems installations for compliance with the Ontario Building Code, ASHRAE standards, HRAI Design Manuals and any NFPA standards that relate to the HVAC system and the Environmental Protection Act and Regulations.
4. Must possess and be able to maintain a valid Ontario Class "G" driver's license and obtain access to a properly insured vehicle.

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

- Must possess or be able to pass the following Ministry of Municipal Affairs BCIN qualification requirements for building officials: Building Services and General Legal or Process and Powers and Duties of a Chief Building Official.
  - Extensive knowledge of HVAC systems and designs
  - Well-developed knowledge of building construction practices and materials technology.
  - Knowledge of the Ontario Building Code requirements related to plumbing system installations.
  - Ability to communicate effectively with City Councillors, other divisions, community groups, agencies, other levels of government and other bodies.
  - Ability to effectively resolve complex issues regarding plumbing matters.
  - Excellent organizational skills and the ability to coordinate and prioritize inspection functions.
  - Good oral communication skills with the ability to submit oral evidence in court.
  - Good written communication skills with the ability to prepare accurate written reports.
  - Knowledge of and ability to apply the Ontario Occupational Health and Safety Act and Regulations relevant to building construction.
  - Basic computer skills, such as basic word processing and e-mail software programs, and the ability to learn the Division's computerized system (i.e. IBMS).
  - Physically capable of performing required duties and able to work in all weather conditions.
-

- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

**How to Apply:**

For more information on these and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume by **February 9, 2024** at the link below:

<https://jobs.toronto.ca/jobsatcity/job/Toronto-SPECIALIST-HVAC-ON-M5V-3C6/577691917/>

**Equity, Diversity and Inclusion**

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#) < [https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en\\_US](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) >.

**Accommodation**

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request](#). Learn more about the City's [Hiring Policies and Accommodation Process](#) < [https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en\\_US](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) >.

---