

## 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 I

An opening exists within the Building Standards Division of the Integrated Planning & Public Works Department for a full-time Municipal Building Official I to undertake the responsibilities of an inspector as defined in the Building Code under the supervision of the Chief Building Official. The role entails reviewing construction plans and specifications as well as the inspection of construction of houses and on-site septic systems for compliance with the Building Code Act, the Building Code and other applicable law as defined in the Code.

#### Accountabilities:

- Inspect construction plans for bylaw and building code compliance and confirm compliance with applicable zoning bylaw
- Inspect construction for compliance with approved drawings and applicable codes
- Issue orders as needed to gain compliance on code deficiencies
- Inform permit applicants, design professionals, builders, etc. of any code deficiencies and resolve same
- Schedule inspection requests and results in AMANDA on site
- Answer building code inquiries from design professionals, builders and the general public
- Verify all applicable approvals from other levels of government and authorities
- Maintain subdivision documents including registered plans and subdivision agreements
- Provide assistance to inquiries relating to the building permit and inspection process
- Research code related matters
- Other duties as assigned

#### Minimum Qualifications:

- Building Code Act Qualifications – Must be qualified under the Building Code Act in the following categories – Legal General and Small Buildings. Qualification in the following categories are also required or must be obtained within 1 year of hire - Plumbing-House, Building Services and Building Structural
- Post-secondary diploma in Construction Engineering or Architectural Technology or equivalent combination of education and experience
- Minimum three (3) years related municipal experience in Part 9 residential houses and accessory structures
- Ability to analyze code matters by developing solutions based on a consideration of existing and acceptable practices and their application
- Familiar with statutes and regulations defined as applicable law under the Building Code Act
- Comfortable inspecting on site and equally comfortable reviewing plans in an office environment

- Experience in issuing orders and preparing for court
- Ability to switch focus and respond to the demands of the permit flow, customer inquiries or administrative demands
- Excellent interpersonal, communication and listening skills to identify problems and solutions and to deal effectively with varied customer base
- Strong customer service skills to deal effectively with internal and external customers
- Energetic, motivated person who can work in both team situations and independently
- Excellent organizational and record keeping skills. Knowledge of AMANDA considered an asset
- Demonstrated ability to manage new technology and software systems
- Valid MTO 'G' class driver's licence in good standing with driver's abstract acceptable to the City is required to perform the job
- A satisfactory Police Records & Judicial Matters Check will be required as a condition of hire

### **Salary Range:**

\$69,385 - \$86,728

### **Application Process**

Interested and qualified candidates are invited to submit their resume and cover letter in one document through the online application process. For posting and application details please visit: [www.waterloo.ca/careers](http://www.waterloo.ca/careers).

### **Job Eligibility**

All qualified City of Waterloo employees may apply, however during the selection process there is a specific sequence that will be followed. Members of the City of Waterloo Staff Association who have completed their probationary period in their most recent position will be considered first for this posting.

### **Be You @ Waterloo**

At the City of Waterloo, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. All interested and qualified candidates, including Indigenous persons, Black persons, non-Black racialized persons/persons of colour, women, persons with disabilities, 2SLGBTQ+ and those interested in joining our team are encouraged to apply.

### **Accommodation**

The City of Waterloo is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Human Rights Code and other applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are requested to make their needs known via email at [recruitment@waterloo.ca](mailto:recruitment@waterloo.ca), quoting the position and competition number. Applicants advanced through to subsequent stages of the recruitment process will be provided with additional opportunities to make their needs known.



**Job Posting Deadline:** December 5, 2022 at 4:00 pm