



Municipality of
Dutton Dunwich

POSITION DESCRIPTION

POSITION TITLE: Building Inspector
GENERAL SUPERVISOR: Chief Building Official
DEPARTMENT: Building Department

POSITION SUMMARY:

- Performs the responsibilities of an Inspector as defined in the Ontario Building Code Act and Municipal By-laws including the enforcement of occupancy standards for new dwellings, alterations, additions, renovations, and demolitions in accordance with provincial legislation and local By-law.
- Responsible for plan examination submitted with building permit applications to ensure compliance with the Ontario Building Code and relevant Municipal by-laws, as directed by the Chief Building Official.
- Performs statutory inspection and enforcement functions which are under construction, to ensure they are constructed in accordance with The Ontario Building Code and Municipal By-Laws:
 - conducting physical inspections of buildings,
 - processing permit applications,
 - receiving and reviewing applications,
 - conducting regular ongoing inspections to ensure that the building plans and the construction project complies with Ontario Building Codes and By-laws,
 - providing technical guidance and interpretation when required.
- Organizes and maintains personal records, office records and evidentiary records sufficient to the requirements of the department and court appearances, to enable prosecution proceedings under the Ontario Building Code Act, and Provincial Offenses Act.
- Assists with the enforcement of all by-laws passed by the Corporation, which may include by not limited to the following:
 - The Official Plan
 - Zoning By-Law
 - Property Standards By-Law
 - Fence By-Law
 - Short Term Accommodation By-Law

- Assists any property owners or contractors in ways that may improve the construction of any building(s).
- Issues the necessary orders to remedy violations or notices of violation pursuant to the Building Code Act.
- Attends, when required, any appeals, hearings, and legal proceedings, necessary for the enforcement of any municipal by-laws.
- Must be able to read and understand technical drawings along with technical reports, documents and correspondence related to construction.
- Reviews site plan drawings and proposals to ensure compliance with the Municipal Zoning By-law.
- Responds to public enquiries at the counter, by telephone and correspondence related to building, plumbing, heating, fencing, signs, pool enclosures and by-laws.
- Undertakes administrative procedures in support of inspection and enforcement duties by maintaining accurate records of all transactions and by carefully documenting all occurrences and maintains property files.
- Maintains good relationships with Council, Municipal Staff, the Public, and taxpayers, and to always strive to display a positive attitude.
- Aware of any and all conditions which may be hazardous to others' health and safety, and upon recognition of any aspect of these concerns to take immediate steps to remedy said recognized concerns, either by personal action and/or proper reporting and initiation.
- Performs other tasks and duties which may be required from time to time in order to ensure the efficient operation of the municipality.
- Works in compliance with the provisions of the Occupational Health and Safety Act and Regulations.
- Attend training seminars and courses as required.

EFFORT:

MENTAL

- Required to interpret Provincial Legislation (approximately 75 Acts) and Regulations as well as municipal by-laws.
- Required to recognize problems and analyze the best method to provide a remedy.

PHYSICAL

- Moderate to high concentration and strain.

WORKING CONDITIONS:

- This position will be based out of the Municipal offices. Office hours are 8:30am-4:30pm, Monday through Friday (37.5 hours a week) however the incumbent may be required to work outside of normal business hours.
- Working conditions will include inclement weather.
- Must be able to climb ladders and enter confined spaces.

QUALIFICATIONS:

- Successful completion of a 2 year program in architectural or engineering technology from an accredited college of applied arts and technology or acceptable equivalent.
 - 2 – 5 years' related municipal experience as a building inspector, plans examiner, enforcing and administering building permit process in accordance with the Ontario Building Code.
 - Possession of a Valid class "G" License required.
 - Successful examination with the Ministry of Affairs and Housing in the following streams: General Legal; House; HVAC House; On Site Sewage; Plumbing House; Plumbing All Buildings; Powers and Duties of a Chief Building Official; Small Buildings.
 - Experience using Cloudpermit, Bluebeam, Keystone and Microsoft Office software as asset.
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