



# Job Description

---

## Building Inspector II

**Department:** Planning & Development Services

**Reports To:** Manager Building Services & Chief Building Official

**Date Approved:** June 2022

**Job Grade:** Grade 10

---

### Position Summary

---

- Under the general supervision of the Deputy Chief Building Official, this position plays an integral role in ensuring that the construction, renovation, change of use and demolition activities of buildings within the Town are properly examined and inspected prior to and during construction to provide and maintain a level of quality that complies with the Ontario Building Code, applicable municipal by-laws and applicable law in order to protect public the health and safety ensuring efficient construction within the Town. The Building Inspector II performs plans review and inspection services to ensure compliance with the Building Code Act, Ontario Building Code, and other applicable law consistent with established policies, practices and procedures as directed by the Chief Building Official and issues notices and orders with respect to Building Code Act enforcement, as necessary to ensure life safety and structural integrity of buildings.
- The Building Inspector II role also includes the review, interpretation, coordination and/or enforcement of submissions by applicants (ie. parcel owners, contractors, or consultants) for technical matters related to Building Permit applications to ensure adherence to plans, specifications, instructions, Approved for Construction drawings, Town's Engineering Standards, and industry best practices.
- This role will also receive, review, and interpret information related to other municipal permits and approvals required to access or improve individual lots/parcels.

### Key Duties and Responsibilities

---

- Ensure compliance with the Building Code Act, Ontario Building Code, Municipal By-laws and other applicable law through plans examination and field inspection services of all building types, consistent with established policies, practices and procedures as directed by the Chief Building Official.
- Examines building permit applications and documents (plans and specifications); reviews plans and analyzes Building Code requirements applicable to the intended use of building, review applications for completeness so that plans can be reviewed for

accuracy and compliance with Town standards, regulations and/or policies, contacts applicant when additional information is required; checks zoning and applicable law requirements; conducts field inspections and prepares electronic inspection reports using City View Mobile; issues notices and Orders and performs any work required to enforce Ontario Building Code regulations.

- Organize and coordinate the technical review process by circulating design submissions to various internal and specialized external peer reviewers, and compile, coordinate and summarize comments for distribution to the proponent.
- Undertake detailed review of technical submissions by Building Permit applicants and/or municipal permit applicants including, but not limited to, lot drainage plans, municipal driveway access, landscaping, subdivisions, condominium projects and site plans to ensure proposed works are in accordance with Town's Engineering Standards and industry best practices.
- Coordinate with Building Division, Development Engineering and Operations where duties relate to permits submitted to each respective group
- Research, advance, and update permit application status in response to inquiries from staff and the public.
- Issues permits on behalf of the Chief Building Official when an application is deemed to comply with the requirements of the Ontario Building Code and other applicable law.
- Maintains accurate and comprehensive inspection and investigation records in City View; including field notes, deficiency reports, orders, and photographs.
- Provide verbal and written advice and/or information to the Building Permit process, Building Code Act, Ontario Building Code, Zoning By-laws, Municipal By-laws and other applicable law.
- Liaise with plans examiners to resolve design and construction issues related to the Ontario Building Code.
- Circulates information to other departments and consultants for review and response related to subdivision agreements, site plan approval, zoning amendments and minor variances.
- Provide assistance to homeowners and professionals who require clarification and understanding of the purpose and intent of the Ontario Building Code, by-laws or standards as it applies to interpretation, compliance methods, and current updates.
- Liaise with other Departments and agencies to minimize processing time of building permit applications.
- Prepare and issue Orders pursuant to the Building Code Act.
- Prepare documentation for legal proceedings and provide evidence in court.
- Respond to written inquiries from solicitors regarding occupancy, outstanding Orders,

zoning by-law compliance and compliance with other applicable laws and agreements.

- Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations, and technology through Continuous Professional Development.
- Displays and promotes positive team player attitudes and actions. This includes positive communications with supervisors and other Town staff regarding ideas and initiatives to enhance the workplace and Town services.
- Liaises and answers inquiries from ratepayers, the public, consultants, designers, and the building industry in an effective and courteous manner regarding the Ontario Building Code, applicable law and policies and procedures of the Division.
- Orientate and mentor new staff on Divisional policies, practices, and procedures.
- Promotes a high standard of customer service to the public as well as to all internal customers.
- Comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act.
- Performs other duties as required.

## Job Details

---

**Hours of Work:** Standard work week, Monday to Friday from 8:30 – 4:30 with a 1-hour lunch break. Nonstandard hours may be required during high volume periods.

**Direct Reports:** 0

**Overtime:** Applicable

**Driver's License** Required: Yes      Class: G

### Working Conditions & Physical Demands:

Office duties – approximately 25% (extended periods of sitting, concentration, computer use)

Field work – approximately 75% (extended periods of standing, walking over mixed terrain, crouching, kneeling; some outdoor work in all weather conditions)

## Education and Experience:

---

- Requires a three-year post-secondary Degree and/or Diploma in Architecture, Architectural Technology, or Engineering Technology, or equivalent.

- Certified as a Certified Building Code Official with the Ontario Building Officials Association.
- Eligible for membership in OACETT
- Requires a minimum of five (5) years of Ontario Building Code inspection/plans examination experience; or related work experience.
- Requires extensive knowledge of the Ontario Building Code Act and Regulations, Property Standards By-Law and applicable Federal and Provincial Laws.
- Requires the following categories of qualifications under the building code:
  - “Powers and Duties of CBO”,
  - “Small Buildings”,
  - “Plumbing - All Buildings”,
  - “On-Site Sewage”,
  - “Building Services”,
  - “Building Structural”,
  - “Large Buildings”
  - “Complex Buildings”.
- Strong communication skills both verbal and in writing.
- Ability to work independently and as part of a team.
- Ability to exercise good judgment in decision-making.
- Willingness to update training and knowledge required for the position.
- Ability to read and interpret construction drawings.
- Sound working knowledge of computer programs including Microsoft Office programs (Cityview) and BlueBeam