

# JBC Building Inspector – Job Description

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## 1. POSITION TITLE/POSITION LEVEL:

BUILDING INSPECTOR

## 2. REPORTING RELATIONSHIP:

CHIEF BUILDING OFFICIAL

## 3. PURPOSE OF POSITION:

### A. BUILDING INSPECTOR

To ensure that life safety standards in buildings are adhered to prior to and following occupancy according to Provincial Codes, Regulations and Municipal By-laws.

To take responsibility and to be accountable for the inspection and enforcement of standards according to Provincial Codes, Regulations and Municipal By-laws.

## 4. SCOPE OF POSITION

### A. BUILDING INSPECTOR

The enforcement and administration of the Ontario Building Code and Act. The enforcement of occupancy standards of new dwellings and alterations, additions, renovations, demolition and plumbing in accordance with Provincial Codes, Regulations and Municipal By-laws.

## 5. RESPONSIBILITIES

### A. BUILDING INSPECTOR

Responsible for:

- 5.1.1 Maintaining liaison with Provincial agencies regarding change in Legislation and practices.
- 5.1.2 Communicating with architects, engineers, consultants, contractors and builders to provide information for comments regarding the enforcement provisions of Provincial Legislation; ensuring that interpretations of policy, building procedures can be carried out with minimum disruption.
- 5.1.3 Answering public inquiries and correspondence.
- 5.1.4 Responding to letters of complaint from solicitors, architects, property owners, etc; interpreting By-laws and Provincial Codes and explaining the interest and content of enforcement provisions.
- 5.1.5 Conducting on-site inspections where required to advise on problems encountered; providing Code/By-law interpretations on site when required.
- 5.1.6 Conduct plans examinations.
- 5.1.7 Advising Municipal staff on inspection and enforcement policies and procedures.

- 5.1.8 Issuing Work Orders, Order to Comply, Unsafe Notices; authorized to sign and carry out orders.
- 5.1.9 Following through on unsolved inspections and enforcement problems by resorting to Court action as prescribed in the Legislation and By-laws.
- 5.1.10 Other duties as assigned.

## 5.2. GENERAL

Responsible for:

- 5.2.1. Maintains knowledge and experience at high level by taking appropriate training courses and attending relevant conferences and seminars.

## 6. WORKING CONDITIONS

- 6.1 The municipal offices at the Township of Strong shall maintain “scheduled office hours” that are open to the public as follows”  
  
Monday to Friday from 8:30am to 4:00pm
- 6.1.1 Subject to any authorization from the Ministry of Labour concerning the averaging of hours of work, the Building Inspector shall be available for work Monday through Friday, equaling 35 hours per week.
- 6.1.2 Work is subject to physical hazards and is conducted in all types of environmental conditions.
- 6.1.3 Must exhibit courtesy, co-operation and a positive helpful approach in response to inquiries and the investigation of complaints.

## 7. WORKING RELATIONSHIPS

### 7.1 WITH OFFICE STAFF

Works in a team environment.

Provides information on activities.

Discusses plans, priorities and recommendations for operational changes.

### 7.1.1 WITH MUNICIPAL STAFF

Establishes and maintains effective liaison to provide the correct interpretation of Codes and Provincial Legislation.

### 7.1.2 WITH THE BUILDING CODE BRANCH AND OTHER PROVINCIAL MINISTRIES AND AGENCIES

Exchanges information and receives amendments to Legislation and government programs that relate to statutory duties and to ensure that the Municipality is fulfilling its obligations for building services in the public interest.

### 7.1.3 WITH BUILDERS, DEVELOPERS AND SOLICITORS

Regular consultation to exchange information and to provide assistance to change to Legislation, Codes and practices as well as enforcement and inspection activities.

### 7.1.4 WITH MUNICIPAL SOLICITOR AND PROVINCIAL COURT ADMINISTRATION

Co-operation in the preparation for and presentation of cases in Court.

### 7.1.5 WITH THE PUBLIC

Provides information and assistance regarding policies, programs, etc. of building inspection.

## **8. KNOWLEDGE AND SKILL**

8.1 Combination of training and experience in the building trades and structure and inspection methods.

8.1.1 Good investigative skills.

8.1.2 Ability to organize and manage resources.

8.1.3 Thorough understanding of provincial and federal Legislation and Municipal By-laws that pertain to the Building Code.

8.1.4 Ability to respond quickly to infraction situations without overreacting and aggravating disruptive situations.

8.1.5 Ability to conduct investigative enquiries under potentially sensitive situations.

8.1.6 Ability to analyze information, conduct investigations, and prepare reports.

8.1.7 Good communication and public relations skills.

8.1.8 Ability to make sound judgments and provide proper assessment and opinions regarding structural hazards, both real and potential, and to advise on the application of Legislation and By-laws that effect public safety.

8.1.9 Fully compliant with Bill 124 qualifications and its amendments.

## **9. CONTROL**

9.1 Policy direction from Council.

9.1.1 Federal and Provincial Legislation, Regulations, directives and Codes.

9.1.2 Professional standards of practice.

9.1.3 Any technical equipment and data will be property of the committee.