



Town of Erin – Job Description

Building / Planning / By-law Enforcement Department

BUILDING INSPECTOR

Job duties and description currently under review

Department: Building Department

Position Title: Building Inspector

Reports To: Chief Building Official

Location: Town Office

Approved Date:

PURPOSE OF POSITION

The Building Inspector is responsible for providing assistance to the Chief Building Official for duties legislated under the Ontario Building Code Act.

OVERALL SCOPE OF POSITION AND CONTROL OF CORPORATE RESOURCES

Scope of Position

- Being able to work independently with a wide range of knowledge of legislation, codes, by-laws and regulations that govern building and development. Looking out for the health and safety of the public.

Finance

- Responsible for effective risk management, liability control and due diligence.

Major Responsibilities

- Responsible for processing and tracking of all building and septic permits.
- Reviews all permit applications for zoning compliance, conservation authority jurisdiction, and compliance with Nutrient Management Act, MDS calculation, subdivision and development agreements and determine if application is complete including Ontario Building Code documentation.
- Performs plans examination using the Building Code, by-laws, Farm code any other legislation for compliance.
- Advise permit applicants of missing documentation and/or non-compliance with the zoning by-law, Building Code and other applicable by-laws
- Participates in the administration and enforcement of Provincial Statutes and Codes, By-laws, agreements, including but not limited to zoning, building, fencing,

development charges, site plan control, etc.

- Ensures timely and accurate responses to counter and telephone enquiries regarding land use, planning, zoning matters, Ontario Building Code and related by-laws.
- Collects and processes applicable fees for permits issued.
- Site inspections as required by the building permit and Ontario Building Code
- Document report on inspections in proper file.
- Answering any complaints about Property Standards or any other by-law complaint that is in writing or email.
- Documenting all complaints
- Prepare Letters and Orders for compliance with by-laws and the Building Code Act.
- Mentors technical and administrative staff in methods, procedures and techniques, and in the administration of legislation, codes and by-laws.
- Responsible, as an employee, for proper occupational health and safety practices.
- Works closely with other departments
- Represents the Town with the general public, builders, developers, engineers, consultants and others on a regular basis to answer technical questions about building, zoning and general planning.
- Maintains skills and knowledge at a high level by taking training through courses, seminars, workshops and selected reading.
- Perform other similar and related duties as required by the Building Department.

Position Requirements

Education

- Successful completion of the three year program in architectural or engineering technology from an accredited college of applied arts and technology or acceptable equivalent.
- Provincial Certification of Qualification in Code Proficiency.
- Completed Certified Building Code Official (CBCO) status from the Ontario Building Officials Association.
- Current membership in Ontario Building Official Association

Experience

- Minimum five years' experience in building construction field
- Minimum five years' experience in municipal building code enforcement
- Previous municipal experience an asset

Job Skills

- Ability to translate action into correct and complete documentation.
- Ability to communicate, and utilize influence and persuasion skills with the public
Thorough knowledge of Ontario Building Code
- Ability to read and comprehend blueprints

Effort

Mental

- Being able to deal with the public in all situations.
- Ability to juggle and multi task to get all assigned jobs done in a professional manner.

Physical

- Being able to climb around rough terrain and ladders on job sites.

Decision Making and Judgment

- Using common sense and having extensive knowledge of the building code.
- Ability to maintain periods of high concentration and intensity.
Applies judgment to problems arising from building problems in a variety of large and complex building projects. Blends theoretical knowledge with practical know how without compromising building standards
- Decision making involves applying rules fairly to all situations.

Interpersonal Skills and Contacts

- Establishes and maintains a strong work relationship with staff, council, contractors, engineers, consultants and the public in general.
- Establishes and maintains strong work relationships with staff, notably Fire, Health and Safety, Planning. Establishes courtesy and cooperation with administration and finance employees.

Working Conditions

Environment

- Municipal office work and going to building sites which involves exposure to physical hazards and inclement weather.
- Potential of being in tense and disruptive situations when dealing with controversy and disputes.

Control Over Work Schedule

- Scheduling of inspections
- Work is subject to periods of high volume and intensity associated with the complete spectrum of building assignments.

This is a reasonable statement of the requirements of this position.

_____	_____	_____	_____
Prepared By	Date	Incumbent	Date
_____	_____	_____	_____
Department Head	Date	CAO	Date