



Position Title: Building Inspector/Plans Examiner
Department: Building Services Dept.
Reports To: Chief Building Official

Position Summary

- Carry out plans review and inspection services of housing 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

Key Duties and Responsibilities

- Ensure compliance with the Building Code Act, Ontario Building Code 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.
- Provide verbal and written advice and/or information to the Building Permit process, Building Code Act, Ontario Building Code, Zoning By-laws and other applicable law.
- 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 with regard to occupancy, outstanding Orders, zoning by-law compliance and compliance with other applicable laws and agreements.
- Maintain qualifications as required for a General Legal Inspector under the Building Code Act in the categories of qualifications for House, Plumbing – House, HVAC- House, and Building Structural
- Maintain effective and co-operative liaison with developers, public, consultants, Council, Town Staff, provincial ministries and agencies, ratepayers groups and the general public
- Effectively liaise with ratepayers and the public in an effective and courteous manner regarding the Ontario Building Code, municipal zoning by-laws, applicable law, agreements and other programs, policies and procedures of the Department.
- Orientate and mentor new staff on Departmental policies, practices and procedures.
- Display and promote positive Team Player attitudes and actions. This includes positive communications with supervisors and other Town staff regarding ideas and initiatives to enhance workplace and Town services

- Keep informed on municipal building, plumbing and related matters including legislation, regulations, practices, procedures, etc. to attend seminars, workshops, conferences and courses as required.
- Work in compliance with the Occupational Health and Safety Act and regulations, the Town of Kearney and Municipality of Magnetawan Health and Safety policies and procedures as well as established guidelines.
- Perform other duties as may be assigned in accordance with corporate objectives.

Job Details

Hours of Work: Standard work week (40 hours)

Direct Reports: 0

Overtime: Applicable

Driver's License Required: No: _____ Yes: X Class: G

Education and Experience:

- 3 year post-secondary diploma in Architectural or Engineering Technology or approved equivalent.
- Completion of Ministry of Municipal Affairs & Housing Courses/Programs and pass Provincial Examinations for "General Legal/Process – CBO", "House", "Plumbing – House", "HVAC – House" and "Building Structural"
- CBCO Certification with the Ontario Building Officials Association or BCQ Certification
- Minimum of 3 years of Ontario Building Code Inspection/plans examination experience