

City of Thorold

Building Inspector – Plans Examiner (Union)

Department..... Development Services **Pay Grid Level**.....6
Hours of Work.....35 **Reports to**Supervisor of Building Services

Job Summary

Under the direction of the Manager of Building Services, perform on-site inspections of building construction and review and examine plans and specifications to determine compliance with the Building Code Act, Ontario Building Code and applicable law. Perform enforcement duties associated with the Building Code Act and Ontario Building Code.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> • Diploma in a minimum three-year college or university program related to construction management, construction engineering or architectural technology or a combination of equivalent related education and relevant work experience • CBCO certification with the Ontario Building Officials Association or working towards it
Experience	<ul style="list-style-type: none"> • A minimum of six (6) years related plans examination experience, building inspections experience and/or related work experience in building construction • Experience with zoning review and interpretations • Experience using and interpreting the Building Code Act, Ontario Building Code as well as referenced documents and standards • Experience with a Windows based operating system and Microsoft Office Suite • Data entry experience and electronic plans examination experience considered an asset
Skills	<ul style="list-style-type: none"> • Ability to accurately interpret complex construction plans from various design professions • Ability to understand and explain municipal and provincial regulations • Excellent verbal and written communication skills required • Excellent customer service skills required • Ability to manage time effectively to meet tight deadlines • Detail oriented • Capacity to use a wide range of procedures or techniques occasionally devising new methods to new situations • Effective organization skills

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	<ul style="list-style-type: none">• Must possess numerical aptitude and computer literacy skills• Must possess a high degree of tact, courtesy and judgement to be able to deal effectively with the general public, industry stakeholders and staff• Excellent critical thinking and decision-making skills required• Ability to focus on a large volume of work within a limited time with frequent interruptions• Ability to focus on specific tasks while remaining aware of surrounding conditions.• Intermediate knowledge and skills on Microsoft Office programs (e.g. creation and manipulation of excel spreadsheets and advanced letter formatting)• Ability to work effectively as an individual and as part of a team• Ability to walk over rough terrain, climb stairs, ladders and scaffolds
Qualifications, Supplementary Knowledge, Certifications or Designations	<ul style="list-style-type: none">• Must possess a Ministry of Municipal Affairs Building Code Identification Number (BCIN) and be qualified in 'General Legal', 'Small Buildings', 'Building Services', 'Building Structural', 'Plumbing – All Buildings', 'Large Buildings', and 'Complex Buildings'• Extensive knowledge of the Building Code Act, Ontario Building Code, referenced documents and standards• Knowledge of the legislative, legal and administrative aspects of the building permit process• Familiar with land use planning such as site plan approval and zoning• Knowledge of health and safety regulations under the Occupational Health and Safety Act• Acceptable driver's abstract

Duties & Responsibilities

- Inspect all buildings for compliance with the Building Code Act, Ontario Building Code and applicable law
- Determine adequacy of a building or part thereof for occupancy
- Issue occupancy reports
- Enforce the Building Code Act and Ontario Building Code
- Proactively and reactively investigate properties for violations of the Building Code Act and Ontario Building Code
- Collect, prepare and maintain evidence in relation to enforcement of the Building Code Act and Ontario Building Code
- Serve summonses pursuant to the Provincial Offences Act
- Attend legal proceedings as a creditable witness
- Inspect damaged/unsafe buildings
- Process and examine permit applications for small, large and complex buildings for compliance with the Building Code Act, Ontario Building Code and all applicable laws
- Issue building permits, demolition permits and change of use permits in accordance with the Building Code Act and regulations
- Assist the Plans Examiner with processing and examining permit applications for housing construction projects
- Ensure permit issuance timelines are met as set out by the Ministry of Municipal Affairs and Housing
- Research zoning maps, survey and property files to verify compliance with Zoning By-Laws,

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Subdivision Agreements, Consent Agreements and Development Agreements

- Assist customers at the counter and through correspondence on matters associated with the Ontario Building Code, Zoning By-Laws, accepted construction practices, regulations and procedures
- Advise, communicate and liaise with staff, other departments and industry professionals with all issues relating to interpretation of Ontario Building Code, Zoning By-Laws, accepted construction practices, regulations and procedures
- Liaise with persons in outside public or private organizations supplying or obtaining detailed and specialized information
- Attend site meetings
- Advise on procedures and regulations where deviations or revisions have occurred after issuance of building permits
- Input and retrieve data
- Assist with administration and interpretation of Development Charge By-Laws including answering inquiries, performing calculations, and collecting fees
- Review and comment on Alternative Solution applications for consideration by the Chief Building Official
- Compose correspondence
- Responsible for periodically providing advice, guidance, instructions and directions to the Plans Examiner and Development Services Technician when the Manager of Building Services is unavailable
- Attend training
- Functional supervisory responsibility of the Development Services Technician and/or Plans Examiner may be required as needed
- Other related duties as assigned

Additional Information

- Occasionally work procedures or methods have to be explained to new or inexperienced employees

Working Conditions

- Required to work under the general supervision of the Manager of Building Services primarily in an outdoor environment involving constant close concentration on a large and varied volume of work where attention must be shifted from one task to another with frequent interruptions
- Some office work is required
- Exposure to heat, cold, inclement weather conditions, noise, vibration, poor lighting, heavy equipment and other working conditions often found on construction sites
- Required to carry out onsite field inspections/investigations over rough terrain, climbing ladders and scaffolds as needed
- Valid Class G driver's license required for the operation of corporate vehicles
- Assigned tasks require a wide range of complex techniques within the building regulatory industry and involves the careful analysis of facts and details to determine the appropriate action
- Special care is required to maintain safety precautions to avoid injuries to self or others
- Special care is required to avoid serious errors that could result in adverse public relations and the reduction of service to the public
- Supervision is general and work is rarely checked

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- Some overtime may be required

Approvals

	Name	Signature	Date
Director	Jason Simpson	<i>Jason Simpson</i>	
Chief Administrative Officer	Manoj Dilwaria	<i>Manoj Dilwaria</i>	

IMPORTANT NOTE

The statement above reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

Updated: May 2024

Pursuant to Section 4.2 (b) of the Manual of Procedures for the Joint Job Evaluation process, this job description is hereby acknowledged as received by CUPE, Local 151.

	Name	Signature	Date
Union President or Delegate			

	Name	Signature	Date
Incumbent			