

City of Thorold

Senior Plans Examiner/Inspector (Union)

Department..... Development Services **Pay Grid Level**.....7
 Hours of Work.....35 **Reports to**Manager of Building Services

Job Summary

Under the direction of the Manager of Building Services, review and examine plans and specifications to determine compliance with the Building Code Act, Ontario Building Code and applicable law for issuance of building permits, demolition permits and change of use permits. Perform inspections of complex projects. Provide technical advice and guidance to building inspectors and plans examiners.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> Post-secondary diploma, degree in a minimum three (3) year college or university program related to construction management, construction engineering or architecture or a combination of equivalent related education and relevant work experience
Experience	<ul style="list-style-type: none"> Over eight (8) years' experience working with the Ontario Building Code and building construction Experience with a Windows based operating system and Microsoft Office Suite Data entry experience and electronic plans examination experience considered an asset Previous experience working within the building regulatory industry considered an asset Previous experience leading teams or providing mentorship is 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• Effective time management 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)• Skilled in risk management to mitigate errors which could result in substantial physical damage or financial loss to the public or the Corporation
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• 'CBCO' designation by the Ontario Building Officials Association is considered an asset

Duties & Responsibilities

- 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 Examiners with processing and examining permit applications for housing construction projects
- Review and issue permits as authorized by municipal by-laws
- Administer and enforce the Ontario Building Code and other applicable law
- Research zoning maps, survey and property files to verify compliance with Zoning By-Laws, Subdivision Agreements, Consent Agreements and Development Agreements
- Determine acceptance, or refusal of building permit applications based on conformity with applicable legislation
- 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

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practices, regulations and procedures

- Liaise with persons in outside public or private organizations supplying or obtaining detailed and specialized information
- Attend site meetings with staff and industry professionals as needed
- Investigate and follow up on approvals relevant to permit issuance
- Advise owners and building inspectors/plans examiners 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
- Provide comments associated with the Ontario Building Code on behalf of the Building Division for all planning applications
- Review and comment on Alternative Solution applications for consideration by the Chief Building Official
- Review and comment on Liquor Licence applications within the context of the Ontario Building Code and applicable law
- Compose correspondence
- Perform building inspections or assist building inspectors on complex projects or where technical assistance is required
- Attend legal/court proceedings as necessary
- 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.
- 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 in an office 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
- Required to carry out onsite field inspections/investigations over rough terrain, climbing ladders and scaffolds and/or in all weather conditions as needed.
- Valid Class G driver's license required for the operation of corporate vehicles and occasional use of personal vehicle
- Assigned tasks require a wide range of complex techniques and analysis of facts within the building regulatory industry and involves the careful analysis of facts and details to determine the appropriate action.
- 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 seldom checked.
- Some overtime may be required

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Approvals

	Name	Signature	Date
Director	Jason Simpson	<i>Jason Simpson</i>	May 30, 2024
Chief Administrative Officer	Manoj Dilwaria	<i>Manoj Dilwaria</i>	May 30, 2024

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			