

City of Thorold

Supervisor, Building Inspections (Non-Union)

Department.....Development Services	Reports to.....Manager of Building Services
Pay Grid Level.....6	Hours of Work.....35
Position Family.....Management	Location.....City Hall

Job Summary

Under the direction of the Manager of Building Services, the Supervisor, Building Inspections is responsible for the supervision of the Building Inspector-Plans Examiners; monitor the inspection program to ensure proper and consistent application of technical standards and divisional practices; make recommendations for improvements in procedures, methods and policies. This position acts as an expert resource and as a leader provides complex technical support to staff, industry partners and customers.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> Diploma in a minimum three (3) 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.
Experience	<ul style="list-style-type: none"> A minimum of five (5) years related building inspections and/or plans examination experience related to residential, institutional, commercial and industrial construction. Experience using and interpreting the Building Code Act, Ontario Building Code as well as referenced documents and standards. Supervisory or managerial experience in a municipal setting considered an asset. Experience with zoning review and interpretations. Experience with a Windows based operating system and Microsoft Office Suite. Data entry experience and electronic plans examination experience considered an asset.

JOB DESCRIPTION

Skills

- Demonstrate an aptitude for team leadership and an ability to positively inspire others.
- 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.
- Capacity to use a wide range of procedures or techniques occasionally devising new methods to new situations.
- Effective organization skills.
- 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.
- Intermediate knowledge and skills on Microsoft Office programs (e.g. creation and manipulation of excel spreadsheets and advanced letter formatting).

• Qualifications, Supplementary Knowledge, Certifications or Designations

- 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'.
- Advanced knowledge of complex building, mechanical, plumbing and fire and life safety systems, including advanced fire stopping systems installation.
- Extensive knowledge of the Building Code Act, Ontario Building Code, referenced documents and standards.
- Knowledge of health and safety regulations under the Occupational Health and Safety Act.
- Knowledge of the legislative, legal and administrative aspects of the building permit and building inspection processes.
- Valid Class G driver's license required for the operation of corporate vehicles and occasional use of personal vehicle.
- 'CBCO' designation by the Ontario Building Officials Association is considered an asset.

Supervision

Reports

of Reports

Direct: 6

Titles of Direct/ Indirect Reports

- Building Inspector/Plans Examiners (6 direct).
- Building Clerk (indirect).

Duties & Responsibilities

- Responsible for the day-to-day implementation of procedures, policies and regulations for building inspections and provides guidance to and leads inspectors in the implementation of their duties.
- Supervises, motivates and trains the section's staff, ensuring effective team work, high standards of work quality and organizational performance.
- Develops and implements detailed plans and recommends policies regarding program-specific requirements.
- Monitors the Inspection tracking system (CityWide).
- Establishes and ensures inspection protocols are followed for approved projects and enforcement issues.
- Coordinates special inspections, final inspections and site meetings for special or major projects.
- Coordinates inspections and enforcement with other departments and agencies including but not limited to By-law Enforcement, Fire Services, Engineering, Public Works, the Region of Niagara, etc.
- Perform the duties and responsibilities of a Building Inspector/Plans Examiner including building inspections and enforcement as needed to maintain service delivery.
- Attend site meetings with staff and industry professionals as needed.
- Assist with the review and issuance of Building and Demolition permits as required.
- Administer and enforce the Ontario Building Code and other applicable law.
- Assist customers at the counter and through correspondence on matters associated with the Ontario Building Code, the Building Code Act, 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, the Building Code Act, 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.
- Review and comment on Alternative Solution applications for consideration by the Chief Building Official.
- Attend legal/court proceedings as necessary.
- Responsible for periodically providing advice, guidance, instructions and directions to additional Building Division staff when the Manager of Building Services is unavailable.
- Other related duties as assigned.

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.
- 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 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

Approvals

	Name	Signature	Date
Director	Jason Simpson	<i>Jason Simpson</i>	March 14, 2024
Chief Administrative Officer	Manoj Dilwaria	<i>Manoj Dilwaria</i>	March 14, 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.

Created: February 2024

	Name	Signature	Date
Incumbent			