

Town of Petawawa

(Approved February 2, 2010)

(Revised February 2017)

(Revised July 2020)

Job Title: Building Inspector

Department: Planning and Development

Directly Responsible to: Chief Building Official

Indirectly Responsible to: Director of Planning and Development

Purpose of the Position

To issue permits and inspect buildings being constructed and septic systems being installed to ensure compliance with the Ontario Building Code its regulations and all other applicable legislation. To act as Property Standards Officer. To investigate complaints and enforce municipal by-laws as directed.

Major Responsibilities

Program/Service

- In accordance with statutory requirements, manage the enforcement of Provincial Statutes and regulations governed by the Ontario Building Code, and all other applicable laws as they apply to buildings, structures and septic disposal systems
- Conduct plans review, processes and issues all building, demolition septic and any other permits, in accordance with Provincial legislation, Town By-laws and established procedures
- Act as Property Standards Officer and in accordance with municipal requirements, perform the enforcement of the provisions of the Property Standards By-law
- Ensure all relevant inspections, orders or notices are executed as they relate to permits issued or regulations or by-laws violated
- Promote good public relations through the timely and appropriate response and subsequent action to all inquiries
- Monitor compliance of development with subdivision, site plan and any other development agreements
- Perform the duties of commenting agency for consents and other planning applications in regard to water and sewer/septic services
- Assist in the creation and implementation of new by-laws and revisions to existing by-laws as required

- Other duties as may be assigned

The above description reflects the general duties necessary to describe the principal function of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

Human Resources

- Reports directly to the Chief Building Official, indirectly to the Director of Planning and Development, and works in cooperation with all staff.

Financial Resources

- Ensure accurate application of all permit fees

Material Resources

- Ability to use a variety of office/information technology

Skill and Effort

Knowledge

- A Civil Engineering Technology or Architecture community college diploma, or equivalent combination of education and practical experience
- Qualification, or working towards qualification, and registration with the Ministry of Municipal Affairs and Housing (QuARTS) in the minimum following classes: General Legal/Process; Plumbing; House; HVAC-House; Small Buildings; On-site Sewage Disposal Systems
- Eligibility for membership in the Ontario Building Officials Association and the Municipal Law Enforcement Officers' Association of Ontario, a definite asset
- Knowledge and understanding of the Ontario Building Code Act, Ontario Building Code, Ontario Plumbing Code, Ontario Fire Code, Property Standards By-law, Official Plan, Zoning By-law and other applicable Municipal, Provincial and Federal legislation
- Experience in construction industry and knowledge of techniques to carry out inspections relative to building standards, an asset
- Knowledge of cost estimating including specification interpretation, materials, tendering procedures
- Ability and knowledge to conduct investigations and gather evidence and process charges under the Provincial Offences Act
- Excellent oral, written and interpersonal communication skills
- Proficient in the use of a wide range of computer programs
- Must have a valid driver's licence

Physical Skill and Effort

- Require adequate physical condition to safely inspect buildings and to conduct field investigations

Decision Making and Judgement

- Work is performed under the direction and guidance of the Chief Building Official
- Requires a high level of initiative, resourcefulness and ability to work independently using established standards and procedures
- Demonstrates strong time management skills and an ability to prioritize tasks
- Maintains a high degree of confidentiality

Interpersonal Skills/Contracts

Internal

- Chief Building Official
- Director of Planning and Development
- Economic Development Officer
- Departmental Administrative Assistant
- Senior and support staff of other departments

External

- General public, designers, engineers, architects, contractors, trades people
- Various government agencies including but not limited to Ministry of Municipal Affairs and Housing, County of Renfrew Development and Property Department, and Renfrew County and District Health Unit
- Other municipalities

Working Conditions

Environment

- Work is performed in both office and outdoor environments

Control over Work Schedule

- Required to work 35 hours per week
- May be required to work beyond regular office hours
- Travel may be required for training