



## **Employment Opportunity**

### **Building Inspector (OR Intern)**

The Township of North Dundas is an active municipality situated in eastern Ontario, just 30 minutes from Ottawa's downtown core. With a population of nearly 12,000 people, we are constantly seeing growth in our communities, as houses, businesses and public services continue to be developed. In the last year, building projects were valued at over \$25 million, confirming North Dundas' growing population, an increase in local jobs, and a positive outlook for a bright future.

The Township of North Dundas has one full-time opportunity available for a Building Inspector or Building Inspector Intern. Reporting to the Chief Building Official, the successful candidate will conduct on-site building inspections and plans examination to ensure that all construction work is completed in compliance with the Ontario Building Code Act and Code, and all applicable provincial and municipal legislations.

#### **Duties and Responsibilities:**

- Protect and promote public safety within the Township of North Dundas, as it pertains to the Building Code Act, the Ontario Building Code and relevant By-laws.
- Evaluate building plans and proposals to ensure compliance with all relevant legislation; identify potential conflicts and participate in solutions.
- Perform the statutory duties and functions of an Inspector pursuant to the Building Code Act, the Ontario Building Code, and relevant By-laws.
- Protect and further the interests of the Corporation with regard to its By-laws and Building Code Act responsibilities.
- Issue orders and notices pursuant to the Building Code Act.
- Accept and review permit applications and conduct site inspections in accordance with the Building Code Act, the Ontario Building Code, and relevant By-laws.
- Provide positive and effective representation of the Building Division and the Corporation.
- Respond to inquiries from the public and contractors, and provide guidance, as needed.
- Answer telephone and front counter inquiries.
- Issue tickets in accordance with the Provincial Offences Act, and attend court proceedings when required.
- Perform such other related duties, as may be assigned.

#### **Minimum Qualifications & Requirements for a Building Inspector:**

- Successful completion of a 2 year program in architectural or engineering technology from an accredited college of applied arts and technology or acceptable equivalent.

- Possession of a valid class “G” Driver’s License and maintain a clean drivers’ abstract.
- Successful examination with the Ministry of Municipal Affairs and Housing in the following streams:
  - General Legal
  - House
  - Plumbing – House
  - HVAC – House

*Base Salary of \$56,029 – \$65,531 per year*

The Township may consider candidates with less than the full required qualifications for a Building Inspector Internship. Interest in this potential role should be indicated in the cover letter.

As a condition of employment, the successful candidate must consent to a driver’s record search and provide a Criminal Records Background Check (Vulnerable Sector).

**Hours of Work:**

- Required to work a 7 hour day during normal business hours (35 hour work week). Additional hours are occasionally required.

**How to Apply:** Please submit your cover letter and resume, no later than 04:00 p.m. on September 16<sup>th</sup>, 2019, to:  
Township of North Dundas  
636 St. Lawrence St, P.O. Box 489, Winchester, ON K0C 2K0  
Via email: [careers@northdundas.com](mailto:careers@northdundas.com)

This job description is available in alternative formats, or accessible communication supports, upon request. We thank all applicants who apply, but advise that only those selected for an interview will be contacted. The information gathered is in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and will be used solely for the purpose of candidate selection.

**TOWNSHIP OF  
NORTH DUNDAS**  
*JOB DESCRIPTION*

---

<b>JOB TITLE:</b> Building Inspector	<b>LAST REVISION DATE:</b> November 2017
<b>REPORTS TO:</b> Chief Building Official	<b>APPROVED BY:</b> Township Council
<b>SALARY RANGE:</b> Grade 7	<b>EFFECTIVE DATE:</b> December 2017

**Position Summary:**

Reporting to the Chief Building Official, this position will provide both technical and administrative support to the Planning, Building and By-law Enforcement Department.

**Position Qualifications:**

- A minimum two year post-secondary education in Architectural, Construction Engineering or similar field of study.
- Provincially qualified to inspect in the following classes: General Legal, House, Plumbing - House, HVAC - House
- Certified Building Code Official or 3 Years municipal experience would be an asset.
- Possesses strong technical, communications and human relations skills.
- Ability to read blue prints and design specifications and analyse for compliance with the building code, municipal by-laws and other applicable laws.
- Willingness to learn and conduct research.
- Adaptable to changing work environments and multi-tasking between unrelated disciplines.
- Maintaining accurate and detailed records of inspections and investigations.
- Willing to accept responsibility and demonstrate initiative.
- Skills in problem solving and must be solution orientated.
- Ability to organize department activities, interact with the public and staff, meet deadlines, and work under pressure.
- Possess knowledge of building science, construction methodology and terminology.
- Emphasis is placed on the practical demands of the job, confidentiality and professional ethics.
- Strong organizational skills.
- Strong computer skills, and a good knowledge of standard business software.
- Valid Class G drivers licence in Ontario.
- Ability to articulate concise accurate site inspection and investigation notes
- Exceptional interpersonal and communication skills with a confident and pleasant disposition able to defuse tense situations.

## **Position Description and Duties:**

- Inspection of buildings during construction to ensure compliance with the approved plans and the Ontario Building Code, write inspection notes and “Orders to Comply” as necessary to achieve compliance.
- Review of drawings to ensure compliance with the Ontario Building Code, Municipal By-laws and other applicable laws.
- Assist in reviewing permit applications for completion and for permit issuance.
- Enforcing relevant Township By-laws, performing field investigations and follow-up actions to achieve compliance.
- Receive calls and assist caller in obtaining information related to their request to a successful conclusion, regardless of applicability to department disciplines.
- Provide information with respect to general inquiries of Building Code and Planning initiatives, along with other municipal by-laws and programs.
- Be a resource of information for frequently asked questions, code requirements, and general building science principles.
- Counter reception assisting persons in obtaining their requested information.
- Provide support and assist in the preparation of Council reports as required.
- Provide Information with respect to administrative guidelines of the municipality and other related agencies.
- Provide feedback to permit holders on inspection status, work orders, follow-up and closure
- Maintain building files and records systems.
- Process CMHC, Tarion and Stats Canada Reports.
- Receive complaints and forward to appropriate department personnel.
- Use conflict resolution and listening skills to ease complainant’s inquiries.
- Use a high level of professionalism, discretion, and protection of privacy at all times.
- Provide assistance to the Chief Building Official and Planner.
- Follow the municipality’s Code of Conduct for inspectors.
- Other duties as assigned.

## **Disposition of Job Description (reason for education requirements):**

Architectural, Construction, Engineering Technician Programs

A two-year Ontario College Diploma program, accredited by the Canadian Technology Accreditation Board (CTAB) under the National Technology Benchmarks, which prepares candidates for a career in construction document preparation in the construction, architectural and engineering fields. The individual will have the ability to understand working drawings, construction methods and materials, building science, and computer-aided drafting.

Graduates will have acquired the necessary knowledge and skills to meet the requirements of this position. Similar with this work environment, this Diploma shows a serious effort and focus by applicants and demonstrates a strong commitment of dedication and discipline, as well as time and energy over-and-above the minimum hours required.

This position is well-suited for applicants who:

- Think visually and creatively.
- Are detail-oriented, organized and committed to achieving excellence in their work.
- Are imaginative and enjoy solving problems.
- Prefer working in a dynamically-driven environment.

Other assets and disciplines that would augment the required skill set are: Bilingualism, Municipal Experience, Blue Print Reading, Civil Engineering, Conflict Resolution, Technical Writing, Legal Courses, Law Enforcement Experience, Building Code Courses, Construction Safety Courses, WHMIS Training, Fall Arrest Certification, and Working at Heights Training.