

## Job Description

# Building Inspector/ By-Law Enforcement Officer

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### Position Synopsis and Purpose

As directed by the Deputy Chief Building Official/By-law Enforcement Officer, the Building Inspector/ By-Law Enforcement Officer carries out inspections, enforcement and administrative duties under building codes, municipal by-laws, and related legislation, regulations and directives. The incumbent will investigate and attempt to resolve problems, referring complex or contentious situations to the Deputy Chief Building Official, and will liaise with a wide variety of groups and individuals.

As a member of the municipal team, the incumbent will be responsible for serving Middlesex Centre by meeting the needs and expectations of residents, businesses and community partners, and striving to be the best through attitude, training and creativity.



### Responsibilities

#### Building Inspections / OBC Compliance (50% of Time)

- As a member of the Building Division team, conducts building inspections of construction projects in order to ensure compliance with Ontario Building Code and all municipal by-laws.
- Inspections included, but not limited to; excavation, footings, foundations, plumbing, framing, HVAC, insulation, air barrier, occupancy, building services, fire separations and protection systems, final completion.
- Attends construction sites / properties, traveling by car.
- Issues orders for properties where work is non-conforming, maintains site inspection records, using photos, notes, and keeps municipal records up to date on database system.
- Assists in building permit reporting and inputting of information from “Cloudpermit” into the municipal property information database “Keystone Computer Resources” and the municipal’s records management system “Laserfiche.”

### **Plans Review (34% of Time)**

- As a member of the Building Division team, reviews building permit applications within the mandated time frames for buildings, pools and signs, and accompanying plans for compliance with the Building Code Act, Ontario Building Code, municipal by-laws, other legislation and standards in preparation for issuance of building permits.
- Calculates fees for permits, inspections, and other municipal by-laws.

### **Communication / Liason (10% of Time)**

- Responds to questions and complaints relating to current and proposed construction projects, Ontario Building Code, Building Code Act, municipal by-laws, property compliance, fees, zoning information, inspections and orders, and liaises with owners, contractors and other professionals.
- Provides interpretation of Ontario Building Code, Building Code Act and municipal by-laws for owners, contractors, and other professionals or interested parties.
- Provides awareness to contractors and other professionals relating to the ongoing changes to the Ontario Building Code.
- Assist the CBO in correlating information used in the preparation of reports.

### **By-Law Enforcement / Inspections (5% of Time)**

- Acts on and investigates complaints from other officials and the public concerning violation of municipal by-laws, inquiring into alleged violations including on-site inspections, attempting to resolve problem with owner and/or tenant.
- Issues Offence Notices under the Provincial Offences Act and, if necessary, recommending legal action to Chief Building Official.
- Issues work orders and written communication to owner and or tenant regarding noncompliance with municipal by-laws.
- Ensures remedial action is completed to bring properties into compliance with municipal by-laws.
- Advises municipal legal counsel on the facts of the case and appears in court to represent the municipality.
- Maintains site inspection records, using photos, notes, and keeping municipal records up-to-date on database system.
- Assists in developing new or amending existing municipal by-laws.

### **Other Duties (1% of Time)**

- Carries out other duties as assigned.
- Maintains familiarity with current construction practices.
- Maintains an in-depth knowledge of the building codes, municipal by-laws.
- Complies with all health and safety practices and ensures compliance with AODA standards.

Note: All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



## Minimum Qualifications

### Education (degree/diploma/certifications)

- Three (3) year post-secondary college diploma in Architectural Technology or Civil Engineering, or a college diploma or university degree in a closely related field.
- Successful completion of some or all of the Ontario Ministry of Municipal Affairs and Housing Building Inspector qualifications including the Chief Building Official (Legal), House, Small Buildings, Large Buildings, Complex Buildings, Building Services, HVAC House, Plumbing – All Buildings, Detection, Lighting and Power, Fire Protection, Onsite Sewage Systems and Building Structural exams, and any further regulatory requirements as described under the Building Code Act.
- Certified Building Code Official Designation (CBCO) preferred
- Additional variety of related courses relating to building, by-law enforcement and conflict management is an asset

### Experience

At least 7 years in the construction industry or similar experience in building inspections and/or bylaw enforcement experience, with preference being given to municipal experience  
Previous experience in preparing information for, and appearing to testify as an expert in the field of building inspection or as a By-law Enforcement Officer, at hearings and tribunals such as the Ontario Municipal Board, Building Code Commission and Provincial Court is an asset

### Knowledge/Skill/Ability

- Computer literacy using database systems and processing programs
- Knowledge and understanding of the current Ontario Building Code and Building Code Act
- Thorough organizational skills
- A current valid class G driver's licence

Note: As a condition of employment, the incumbent must provide a successful criminal and vulnerable persons screening and background check while showing a clean driver's abstract.

In accordance with the Municipality of Middlesex Centre's COVID-19 Vaccination Administration Policy, all employees are required to provide proof of being fully vaccinated as a condition of hire, subject to accommodations required in accordance with the *Ontario Human Rights Code*.



## Work Setting

### Contacts

Contact	Frequency	Nature of Interaction
General Public	Constant – every day for most of the day	Provide interpretation of Ontario Building Code, Building Code Act, and Municipal By-laws for owners, contractors, and other professionals
Building / Construction Industry	Constant – every day for most of the day	Liaise with contractors, other professionals, home builders etc.
Council	Occasional – bi-weekly to monthly	Respond to inquiries relating to current projects and enforcement concerns
Other Government Agencies	Occasional – bi-weekly to monthly	Respond to inquiries and joint permitting and interpretation towards regulations on properties
Other Municipalities	Frequent – daily	Fulfill service agreements with other municipalities for by-law enforcement and building inspections
Other Departments	Regular– weekly	Share information relating to problems, common issues, and strategies
Other Directors / CAO	Rarely	Collaborate and problem solving on common issues and projects when needed in director’s absence
Building Officials Association	Occasional– bi-weekly to monthly	Communicate with other municipal officials and participate in education opportunities for enhancement and best practices

### Work Conditions

Approximately 50% of this position’s time is spent in an office setting, assisting with building permit applications and conducting plans review, inter-office liaising and conducting minor administrative duties to maintain a constant productivity standard for all by-law and building permits files.

The additional 50% of time is spent primarily conducting building inspections and, occasionally, by-law enforcement site visits.

Interactions are generally courteous and collaborative; required to resolve conflict and ensure full understanding of information and decisions

Normal hours of work are 8:30 am-4:30 pm Monday to Friday for a total of 37.5 hours per week.



## Corporate Values

- **Respect:** We are an open, courteous and inclusive workplace that values and celebrates the varied backgrounds and experiences of our community. We ensure every resident can participate in our community and engage with our municipal government.
- **Cooperation:** We work in a spirit of trust, collaboration and partnership across departments and with our community to achieve our shared goals.
- **Innovation:** We embrace innovation to improve our delivery of services. We take initiative, and are flexible and creative in anticipating and adapting to changing conditions.
- **Integrity:** We take accountability for our actions and deliver what we promise. We are truthful and honest in how we do our job. We inspire public confidence and trust in our municipal government.



## Position Classification

<b>Position Title</b>	Building Inspector / By-Law Enforcement Officer
<b>Division</b>	Building
<b>Department</b>	Building Services
<b>Classification</b>	Non-Union
<b>Branch</b>	
<b>Reports to (Direct)</b>	Deputy CBO / By-law Enforcement Officer
<b>Equivalency Code</b>	N/A
<b>Hours per Week</b>	37.5
<b>Effective Date</b>	November 15, 2021
<b>Revision Date</b>	October 18, 2021