

## TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

Come grow with us! The Town of Carleton Place is seeking an individual to fill the full-time position of Building Inspector-Plans Examiner.

Summary: The Building Inspector enables the Municipality's to carry out its mandate under the Ontario Building Code Act and other applicable Municipal By-laws by examining drawings, plans, and specifications for all types of buildings and structures and inspecting buildings and structures.

Qualification/Experience:

1. Post secondary education in construction inspection techniques, plans examination and interpretation and/or equivalent experience.
2. Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the minimum following categories: General Legal/Process (Chief Building Official), House, Small Buildings, Plumbing House, Plumbing All Buildings, Large Buildings.
3. Qualifications in the following categories would be an asset: HVAC House, Building Services, Building Structural, Complex Buildings.
4. Membership in the Ontario Building Officials Association.
5. A minimum of two (2) years' municipal or construction experience or equivalent experience involving the Building Code and Building Code Act.
6. Knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Ontario Plumbing Code, Fire Code and applicable Municipal, Provincial and Federal laws.
7. Ability to review and comment on planning and development related applications, read and interpret construction drawings, and
8. Possess and maintain a valid Class G Ontario Driver's License and access to a vehicle.

The 2021 salary range is \$31.02 - \$39.51 per hour.

A detailed job description, for this position, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

Interested applicants are invited to submit an application in confidence by 12:00 PM Thursday, May 20th, 2021 quoting "Building Inspector-Plans Examiner" Attention Human Resources by:

**Mail:** Town of Carleton Place  
Attn: Human Resources  
175 Bridge Street  
Carleton Place, ON K7C 2V8

**Email:** [hr@carletonplace.ca](mailto:hr@carletonplace.ca)  
**Facsimile:** 613 257 8170

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

**CONTINUE READING FOR DETAILED JOB DESCRIPTION**



## TOWN OF CARLETON PLACE

### JOB DESCRIPTION

|                        |                                   |
|------------------------|-----------------------------------|
| <b>DEPARTMENT:</b>     | Development Services Department   |
| <b>DIVISION:</b>       | Building                          |
| <b>JOB TITLE:</b>      | Building Inspector-Plans Examiner |
| <b>EMPLOYEE GROUP:</b> | Non-Union                         |
| <b>PAY GRID:</b>       | 7                                 |
| <b>SUPERVISOR:</b>     | Chief Building Official (CBO)     |
| <b>REVISION DATE:</b>  | June 2020                         |

#### **POSITION SUMMARY:**

The Building Inspector enables the Municipality's to carry out its mandate under the Ontario Building Code Act and other applicable Municipal By-laws by examining drawings, plans, and specifications for all types of buildings and structures and inspecting buildings and structures.

#### **DUTIES AND RESPONSIBILITIES:**

Relating to and under the direction of the CBO, performs the following functions:

- 1.Exercises powers and performs duties under the Act and Building Code for inspection of construction at various stages to ensure compliance with the drawings, plans and specifications certified on behalf of the Chief Building Official, and to ensure they are in general conformance with the Building Code Act, the Ontario Building Code and related municipal by-laws.
- 2.Exercises powers and performs duties in accordance with the standards established by the Code of Conduct as per Section 7 of the Building Code Act.
- 3.Inspects and issues the appropriate Building Code orders in a correct, clear and concise manner whenever contraventions are found and ensures that the contraventions are corrected to satisfy the provisions of the Ontario Building Code and related by-laws all in accordance with established procedures, including the preparation of evidence, producing documentation and recommending penalties before a judge, justice of the peace.
- 4.On a complaint or request basis, inspects buildings to determine the existence of any unsafe condition(s) as defined in the Building Code.
- 5.May be required to inspect buildings to determine whether a building permit is required, or to determine how compliance with regulations can best be achieved.
- 6.Answers verbal and written enquiries regarding various regulations, policies and

procedures to architects, engineers, designers, constructors, and the public.

7. Conducts plans review and coordinates and ensures that other required approvals related to plans examination are obtained prior to the issuance of those permits for which the incumbent is responsible.

8. Promptly informs the Chief Building Official of any obvious and/or implied interference from any source, regarding application of the terms of the Building Code Act.

9. Demonstrates a high standard of customer service, including accuracy, consistency and completeness in all building-related documents issued and/or retained in municipal records.

10. Calculates and ensures that the applicable development charges and permit fees are applied in accordance with the Development Charges By-law and the Building By-law respectively.

11. Checks the estimated cost of construction and if necessary, adjusts same in accordance with the approved construction cost schedules for building permits.

12. Responds to directives from the CBO in a time and appropriate manner.

13. Reviews building plans at the counter to ensure that the appropriate information is submitted to allow the processing of permit applications.

14. Develops and maintains adequate records and files as required.

15. Conducts coordinated inspections with other departments/agencies and researches new products/materials for Building Code compliance when requested.

16. Appointed as a By-law Enforcement Officer and Property Standards Officer, enforces related municipal by-laws and conducts investigations related to same.

17. Ensures timely and appropriate responses are prepared, including follow-up, to all public enquiries including requests for compliance letters.

18. Advises appropriate staff when replacement of all equipment and supplies used by the Building Department is necessary.

19. Performs other related duties as assigned by the CAO and/or the Chief Building Official, which are in keeping with the terms of this position.

The above generally describes the duties involved with the position. However, municipal work is varied in nature, employees will be required to perform duties in addition to the above from time to time as directed by the Chief Building Official.

## **POSITION REQUIREMENTS**

## **EDUCATIONAL REQUIREMENTS:**

1. Post secondary education in construction inspection techniques, plans examination and interpretation and/or equivalent experience.
2. Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the minimum following categories:
  - General Legal/Process (Chief Building Official)
  - House
  - Small Buildings
  - Plumbing House
  - Plumbing All Buildings
  - Large Buildings
3. Qualifications in the following categories would be an asset:
  - HVAC House
  - Building Services
  - Building Structural
  - Complex Buildings
4. Membership in the Ontario Building Officials Association.

## **EXPERIENCE:**

A minimum of two (2) years' municipal or construction experience or equivalent experience involving the Building Code and Building Code Act.

## **SKILLS AND ABILITIES:**

1. Knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Ontario Plumbing Code, Fire Code and applicable Municipal, Provincial and Federal laws.
2. Ability to review and comment on planning and development related applications, read and interpret construction drawings.
3. Strong computer skills, including knowledge of Microsoft Office software and other building related software packages with a strong sense of uses/opportunities for technology in a municipal environment. Experience with Fire Pro software would be considered an asset.
4. Excellent verbal and written communication skills.
5. Commitment to a team approach and a strong focus on customer relations and customer satisfaction.
6. Ability to exercise good judgement in decision making.
7. Continued professional learning required.

8. Working at heights, confined space awareness and trenching awareness training
9. Possess and maintain a valid Class G Ontario Driver's License and access to a vehicle

**WORKING CONDITIONS:**

Works within an office environment. Daily site visits/inspections regardless of inclement weather or conditions. Scheduled inspections as mandated in the Ontario Building Code. Customer service at counter and by telephone. Prioritized internal workload schedule but must meet Ontario Building Code requirements for time limitation to issue or reject permits. Hours of work: 36.25 hours per week. Overtime may be required.

**PHYSICAL DEMANDS:**

The position requires intense visual & listening skills. Ability to sit for long periods of time. Ability to stand for long periods of time. Use of hands and repetitive physical actions. Ability to walk and climb stairs or ladders. Hand-eye coordination. Ability to kneel, crawl, reach, twist, squat, and bend. Work under high levels of pressure or stress. Physical demands such as lifting and carrying files, reports and drawings will be required.

**MENTAL DEMANDS:**

Decision making/judgement required in the following areas:

1. Making decisions and giving direction to ensure the enforcement of the Ontario Building Code.
2. Calculate building permit fees and issue building permit after complete review of technical drawings & documentation to determine conformance with Municipal and Provincial Code requirements and to ensure that all submissions for permits are complete and in conformance.
3. Provide professional opinion and decision to the general public when they request information related to building, plumbing and municipal By-laws and regulations.
4. Provide onsite decision during site inspections, in respect to Building and Plumbing for the purpose of ensuring compliance with all aspects of the Ontario Building Code and Building Code Act. For the purpose of ensuring that contractors, owners and agents are in compliance with the appropriate By-laws, provincial acts and codes.
5. Decide if job conditions are in compliance or violation to aforementioned codes.
6. Through investigation of complaints with respect to building standards decide if the safety and interest of the general public is ensured.
7. This position must be able to manage potential conflict that can occur between parties due to nature of the work and the requirement to enforce Codes and By-laws.
8. It will be necessary to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions.
9. Excellent organizational and time management skills will be needed to complete required tasks.

**SAFETY:**

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work;

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

**WORKING RELATIONSHIPS:**

|                 |   |
|-----------------|---|
| <b>INTERNAL</b> | CAO, Department Heads, Support Staff, Members of Council.   |
| <b>EXTERNAL</b> | Lawyers, Professional Consultants, General Public, Trades and Construction Professionals, Agency Partners (Health Unit, Conservation Authority, Ministry Representatives) |

**APPROVED:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Chief Building Official

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CAO