



Township of  
**Leeds** and the  
**Thousand Islands**

## **Job Description**

**Position Title:** Building Inspector

**Reports to:** Director of Planning and Development

**Date:** June 2022

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### **POSITION SUMMARY:**

The Building Inspector is responsible for professionally facilitating construction activities in the Township by conducting inspections of buildings, and by maintaining effective and co-operative liaison with permit applicants, builders, developers, designers, professional consultants, lawyers, real-estate agents, provincial ministries, agencies, departmental staff, and the general public. This position is responsible for performing duties under the Building Code Act and the Building Code in connection with:

- Review of construction plans, specifications and reports from designers, engineers, and architects to establish compliance with the OBC, municipal regulations and applicable standards.
- Issue permits and complete site inspections for residential, institutional, commercial, and industrial properties with regards to structure, plumbing, wiring, heating systems, sanitation, fire and safety.
- Serve notice stating specific defects to owners or to other appropriate parties when standards do not comply with the regulations and by-laws.
- Review construction projects to confirm compliance to Ontario Heritage Act.
- Coordinate and prioritize workload and monitor construction activity including review of site plans, blueprints, and specifications.
- As a Provincial Offences Officer, enforce Ontario Building Code (OBC) requirements through the courts where necessary.
- Liaise and maintain good public relations with department clientele including architects, engineers, lawyers, the public, other departments, and government agencies.

### **RESPONSIBILITIES:**

- Conduct plan examination, and issue permits in compliance with the Ontario Building Code

## **Building Inspector, Job Description**

- Review/issue Permit Applications to ensure completeness to accept or refuse a building permit application on behalf of the Chief Building Official and collect fees in accordance with the Building By-law.
- Sewage system inspections. Ensuring property's suitability for sewage system. Ensuring proposals will not have negative impact on sewage system. Completing reports and providing information regarding septic inspections for Planning (Severances, variances), Finance (Tax Sales), and for Council. Sewage system searches. Following up on Septic Re-Inspection Program. Following up on Septic complaints. Accurate record keeping.
- Enforcing Property Standards By-Law. Receiving complaints, completion of forms, investigation and conducting site inspections for property standards compliance.
- Respond to public at the counter, by phone or email for enquiries pertaining to the technical requirements of the Ontario Building Code, application submission requirements, zoning and relevant Municipal By-laws.
- Assist with technical requirements and liaison with officials, agencies, contractors, designers (engineers, architects, etc.) and property owners, as necessary. Work closely with departmental staff, including Building Inspectors.
- Perform inspections as required under the direction of the Chief Building Official.
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.
- Other duties as assigned.

### **QUALIFICATIONS:**

- Diploma or Degree in Architecture, Civil Engineering Technology, Building Technology or related field.
- Certified Building Code Official through the Ontario Building Officials Association.
- Successful completion of the provincial mandated examination program administered and authorized by the Ministry of Municipal Affairs and Housing, in accordance with the Building Code Act (BCA) and the building code in the categories of qualifications set out in the building code as follows:
  - General Legal/Processes or Powers and Duties of Chief Building Officials
- Preference will be given to applicants who have also successfully completed some or all of the following:
  - HVAC House

## **Building Inspector, Job Description**

- On-site Sewage Systems
  - Small Buildings
  - Large Buildings
  - Complex Buildings
  - Building Structural, and
  - Building Services
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- Four (4) years' experience with the BCA, the building code, and pertinent by-laws, regulations and statutes with a minimum of two (2) years Municipal experience.
  - Certified or eligible for certification in the following:
    - Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technologist
    - Association of Architectural Technologists of Ontario (AATO) as an Accredited Architectural Technologist
    - Ontario Building Officials Association (OBOA) as a certified Building Code Official
  - Proficiency in reading and interpretation of drawings, specifications, surveys, municipal by-laws, technical documentation, and applicable laws.
  - Maintains accurate and comprehensive inspection and investigation records including field notes, deficiency reports, orders and photographs.
  - Proven ability to handle high-stress environments with professionalism, confidentiality, and tact.
  - Ability to communicate courteously, effectively and tactfully with all levels of staff, agencies, contractors and the general public.
  - Well-developed written and verbal communication skills, with the ability to communicate effectively and tactfully.
  - Superior customer service reflecting a positive, outgoing and professional demeanor.
  - Ability to maintain confidentiality.
  - Strong critical thinking, problem solving, conflict resolution skills.
  - Computer proficiency in MS Office.
  - Possess and maintain a valid Class G Ontario Drivers License