

# **The Township of Sables-Spanish Rivers**

## **POSITION DESCRIPTION**

**1. POSITION TITLE:** Building Inspector Intern

**2. REPORTING RELATIONSHIP:**

Reports to the Chief Building Official

**3. SCOPE OF POSITION:**

During the term of the Internship, the incumbent is required to:

- Complete either the General Legal/Process, or CBO Legal/Process examination, administered through the Ministry of Municipal Affairs and Housing (MMAH).
- Complete the House or Small Buildings, administered through the Ministry of Municipal Affairs and Housing (MMAH).
- Assists with customer enquiries/complaints regarding building activity.
- Conducts non-complex plan examination of building permits under the guidance of the Chief Building Official.
- Performs associated site inspections. Such duties are performed in accordance with the *Building Code Act* and the *Ontario Building Code*.

**4. RESPONSIBILITIES:**

**Primary Responsibilities:**

1. Conducts limited site inspections for residential additions/renovations, residential accessory structures, and similar small projects within the scope of Part 9 of the Ontario Building Code, in accordance with established Departmental procedures, and responds to complaints from the public, at the direction of the Chief Building Official.
2. Conducts limited plans examination review for residential additions/renovations, residential accessory structures, small projects, utilizing prescribed standard details where appropriate.
3. Subject to the discretion of the Chief Building Official, the incumbent may conduct plans examination review related to new home construction, (including homes processed through the Township's certified model program) within the "House" category of qualification.
4. Provides information and responds to customer enquiries both at the counter, and over the telephone, regarding the requirements of the *Ontario Building Code*, the Township's Building By-law, the building permit process and on matters relating to construction, inspection and compliance procedures.

**Secondary Responsibilities:**

5. Assists with the initiation of legal action where necessary to obtain compliance, including giving evidence in court when required.
6. Maintains detailed and accurate records of all site inspections and inspection notices; inputs information into the Township's computerized databases.
7. Performs other related duties as required.

**5. COMMUNICATION:****Internal**

- Ongoing direct collaboration with other Township staff, Bylaw Services, Clerks Office and Fire Prevention staff to share information and coordinate enforcement efforts.

**External**

- Ongoing direct contact with design consultants, contractors, and members of the public concerning building permit application requirements, inspections, issuance of building permits and to provide advice and assistance. Contact requires sound customer service and good communication skills.

**6. LEADERSHIP AND PROGRAM ACCOUNTABILITY:**

Under the direction of the Chief Building Official, the incumbent shall;

- Assist with the meeting of designers, owners and other applicants to assist them in preparing drawing submissions required for building permit applications.
- Meet with and provide assistance to contractors, builders, designers, architects, engineers, and owners with issues that may arise during the construction process.
- Prepare concise and descriptive responses verbally and/or in writing to applicants on building code requirements to achieve compliance.
- Prepare detailed and accurate inspection reports.
- Exercises authority and performs duties in respect of only those matters for which the incumbent has the qualifications required by the *Building Code Act*.
- As expressed by the Chief Building Official, as appropriate.

**Impact of Decisions:** (responsibility for and impact of decision-making)

- Errors in plan review, code interpretations or site inspections could result in unsafe buildings, seriously compromise occupant and public safety, and cause financial losses to owners and/or result in litigation against the corporation.

**Financial Accountability:** (financial responsibilities for processing transactions.

- Verifies that appropriate building permit fees, including surcharges, have been applied in accordance with established Township practices and schedules.

**Customer Service Delivery:** (covers both external and internal customers, quantifies the positions overall responsibility to identify, evaluate and address customer needs)

- Provides quality services following established practices and tailoring to customer needs.
- Displays excellent customer service skills in dealing effectively and courteously with the public in conveying regulatory information, handling complaints, and providing clear information in a nontechnical manner.

## **7. WORKING CONDITIONS:**

- Moderate exposure to mental stress subject to permit application deadlines, inspections, investigations, and volume of work.
- Moderate exposure to inclement weather during construction/building inspections.

**Physical Skills and Effort:**

- Typical physical skills, effort and frequency including sitting, standing, lifting, climbing, crawling and walking on uneven surfaces. Visual strain, interruptions, pace of work, etc.
- Work requires attention to detail with visual attention on a computer screen and/or hard copy drawings approximately 50% of the time.
- Work may involve the lifting of heavy drawing rolls and file boxes up to 25 kg.

## **8. KNOWLEDGE & SKILL:**

**Formal Education and Training:**

- Post-secondary school diploma in job related discipline or any acceptable combination of education, training and work related experience.
- A member in good standing of the Association of Architectural Technologists of Ontario, the Ontario Association of Certified Engineering Technicians and Technologists, and the Ontario Building Officials Association would be an asset.

- Successful completion of the “General Legal/Process” course would be an asset.

**Knowledge, Skills and Abilities:**

- Ability to deal professionally and work supportively with contractors, consultants and the public is essential.
- Demonstrable knowledge of construction terminology, construction practices and the ability to understand and interpret construction drawings.
- Demonstrated commitment to obtain and apply knowledge of the *Ontario Building Code* and the Township’s Building Bylaw, with a demonstrated proficiency in applying the regulations and bylaws.
- Good customer service, communication (written and oral), interpersonal and analytical skills.
- Proficiency in the use of personal computers and Windows based computer applications.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment
- A (minimum) valid Class “G” Ontario Driver’s Licence is required with a clean driving record, along with consent to conduct regular Drivers Abstracts from the Ministry of Transportation.
- Demonstrates a commitment and adherence to all aspects of occupational health and safety (legislation, the Corporation’s policies and procedures) applicable to the position.

**Analytical Thinking and Problem-Solving Effort:**

- Work requires a current knowledge of all technical regulations governing the construction of buildings and signs as well as construction methodologies, practices, specifications and terminology.
- Work is undertaken according to clearly established procedures. A high degree of concentration, thoroughness and technical accuracy is necessary.

**Experience:**

- Two years work related experience in a construction setting is preferred. Previous experience in building plan review and/or inspection is an asset. Legal education is also an asset.