

## JOB DESCRIPTION & QUALIFICATION SPECIFICATIONS

POSITION:	Building Inspector/By-Law Enforcement Officer
REPORTS TO:	Chief Building Official/Planning Coordinator
EFFECTIVE DATE:	August 2022

### Position Summary:

Under the general direction of the CBO/Planning Coordinator, the incumbent is responsible for the administration, interpretation and enforcement of the Township of Asphodel-Norwood By-laws (as the By-law Enforcement Officer), the Ontario Building Code (as the Building Inspector), and other applicable regulations. The incumbent is accountable for the efficient delivery of building permits/building inspections through all phases.

### Position Qualifications:

- Must possess an Ontario Secondary School Diploma (O.S.S.D).
- Certification from Ministry of Municipal Affairs and Housing regarding categories of qualifications, legal aspects and inspection of buildings.
- Certified Building Code Official (CBCO) Certification from the Ontario Building Officials Association (OBOA) is an asset.
- Ontario Association of Property Standards Officers (OAPSO) Certification training is an asset.
- Five years' experience in a municipal or inspection setting is considered an asset

### Other Requirements:

- Must provide a satisfactory Criminal Record Check.
- Valid Ontario Driver's License, free of serious offences under the Highway Traffic Act.
- Processing applications for building permits, including the review of drawings to ensure compliance with the Ontario Building Code, municipal by-laws and other applicable laws.

- Inspection of buildings during construction/demolition to ensure compliance with the approved plans, Ontario Building Code, municipal by-laws and other applicable laws.
- Processing zoning, work order and survey compliance requests.
- Sound judgement, analytical and decision-making skills with the ability to work under pressure by multi-tasking and priority setting.
- Demonstrated computer skills in Microsoft Office and other computer software applications such as Adobe. Knowledge of municipal permitting software is an asset.
- Some exposure or experience in a construction trade is considered an asset.
- Ability to exercise a high level of independence, however, must be able to work effectively in a team and interact with others.
- Shall utilize discretion to determine the appropriate course of action when the by-law has been violated/non-compliance has occurred – making decisions in the field without immediate reference to management, but based on legislation, policies, procedures, past practices and previous direction received.
- Exceptional customer service skills.
- Evening and weekend work may be required. (Very limited basis – when a specific issue arises).

### **Key Responsibilities:**

- Perform statutory inspection and enforcement functions under the Ontario Building Code by:
  - Reviewing and receiving building permit applications;
  - Processing complete permit applications;
  - Conduct physical inspections of buildings/structures/decks/pools etc.
  - Conduct regular and ongoing inspections to ensure the project complies with the Ontario Building Code and By-laws.
- Provide technical guidance and interpretation when required.
- Review site plan drawings and proposals to ensure compliance with municipal by-laws and policies.
- Undertake administrative procedures in support of inspection and enforcement duties by maintaining accurate records of all transactions and by carefully documenting all occurrences and maintaining property files.
- Provide information on the official plan, zoning by-law and related legislation in conjunction with planning personnel and the Planning Act as required.

- Document all concerns/complaints received in an accurate, complete and efficient manner.
- May act as a witness in court and may have to prepare affidavits in conjunction with Management and legal counsel.
- Prepare letters and orders for compliance with by-laws and the Ontario Building Code
- Calculate applicable permit and other fees accurately.
- Ensure timely and accurate responses to counter and telephone inquiries regarding building, planning, by-law, fence etc.

### **Communications/Representation:**

- Promote good public relations and give the Township of Asphodel-Norwood a positive public image.
- Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Proven ability to communicate effectively as a front-line customer service representative within the municipal organizational structure and with the clientele and stakeholders of the municipality.
- Proven ability to communicate effectively in writing with fellow employees, the public and other external contacts for the exchange of information.
- Demonstrated ability to use mental and visual concentration to solve problems, interpret information, formulate ideas and input data.
- Demonstrated ability to establish and maintain constructive working relationships with contacts and resolve conflicts.

### **Working Conditions:**

The following may be required:

- The ability to work in an environment with frequent interruptions.
- The ability to perform multiple functions at any given time.
- Required to make important decisions.
- The ability to work in a wide range of settings, including in an office, a vehicle and outdoor settings.

**Mental & Physical Effort:**

- Being able to maintain cordial work relationships with staff, other departments and the public.
- Being a focused listener in situations where full mental attention is required.
- Being able to handle any stress that may arise during various projects.
- Being able to stand or sit for prolonged periods of time.
- Being able to occasionally stoop, bend, twist, crouch and reach in certain situations.
- Being able to carry, push, and/or pull light to moderate amounts of weight.
- Be able to climb a ladder.

The above descriptions reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position.

\_\_\_\_\_  
Employee Approval  
Name:

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
Chief Administrative Officer  
Name:

\_\_\_\_\_  
Approval Date