

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(BUILDING DIVISION – BUILDING INSPECTIONS SECTION - LOCATION – 71 MAIN STREET WEST, 4th FLOOR

BUILDING INSPECTOR/PLANS EXAMINER - CUPE 5167

SUMMARY OF DUTIES

Reporting to Supervisors of Building Inspections, performs inspection and reports on buildings to enforce Provincial legislations and Municipal by-laws.

GENERAL DUTIES

Attend properties and construction sites within the municipality and performs inspections; enforces the Building Code Act/Regulations and applicable municipal By-laws and Codes.

Proactively attends properties and construction sites and performs inspections, enforces Building Code Act/Regulations and applicable municipal By-laws and Codes.

Issue Orders to Comply under the Building Code Act/Regulations, Zoning By-law, Property Standards By-law, Licensing Code, Fortification By-law and Swimming Pool Enclosure By-law.

Attend and investigate potentially unsafe properties and issue Unsafe Orders where required.

Liaise with the Hamilton Police Service, Public Health Services, Fire Department, Health Canada, Horizon Utilities Corporation, Union Gas and other outside agencies.

Conduct sewage system maintenance inspections and enforce the prescribed standards for various sewage maintenance programs.

Order Environmental Audits under the Illegal Marijuana Grow Operations By-Law and analyse same for detailed remediation protocol and compliance.

Assist in the creation and implementation of an appropriate protocol to ensure public safety and remediation of affected buildings.

Assess repair estimates; make recommendations and follow up.

Attends sites and perform inspections; enforce the Building Code Act, Municipal Act and applicable by-laws and Codes to ensure fitness for habitation.

Prepare damage reports and oversee permit for reconstruction. Ensure as constructed work complies with the Ontario Building Code and other applicable law.

Inspect structures designated for demolition. Recommend fitness for habitation.

Investigate and analyze building services for non-compliance and/or alterations and determine appropriate remedial action.

Communicate, co-ordinate and advise staff, other Departments, contractors, architects, engineers, lawyers, agencies and the public.

Prepare reports and briefs such as demolition reports, property standard appeal briefs, crown briefs, compose correspondence, compile statistics.

Maintain and update accurate records of inspection information.
Schedule appointments for site inspections.

Complete time sheets.

Input data; generate monthly reports.

Search and update property files.

Review and verify architectural, mechanical and structural drawings, specifications, engineering reports, and legal documents.

Summarize records and documents; represent the Municipality in court; appeal hearings and Public/Committee meetings.

Attend training.

Serve summonses pursuant to the Provincial Offences Act.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Maintain safety precautions to avoid compromising situations.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. The ability to inspect buildings/structures normally acquired by a Community College graduate from an Architectural or Civil Engineering Technology Program or University graduate from an Architectural or Civil Degree Program, or equivalent related work experience with progressive experience of relevant Municipal By-Law Enforcement.
2. Eligible for OBOA Certification (Ontario Building Officials Association).
3. A minimum of four years of experience as a Building Official, or, a minimum of four years of similar site inspection experience in the private sector, related to construction regulated by the Ontario Building Code.
4. Must possess excellent written and verbal communication skills.
5. The ability to inspect buildings, investigate and analyze reports and determine infractions to the Building Code Act/Regulation, applicable municipal By-laws and Codes. The ability to review and verify various types of drawings, specifications, engineering reports and legal documents.
6. The ability to act independently, with strong problem solving and decision making skills.
7. The ability to deal effectively with co-workers, contractors, architects, engineers, lawyers, agencies and the public.
8. The ability to enforce regulations with firmness, consistency, tact and courtesy in field inspection work.

9. The ability to make 'judgement calls' and 'alternative measures' decisions as needed when making on-site decisions pertaining to the Building Code, by-law acceptability, interpretation and equivalencies.
10. Must possess numerical aptitude and computer literacy skills.
11. Must have passed the following Ministry examinations; General Legal/Process, House, HVAC House, Plumbing House and therefor eligible to be appointed as an inspector under the Ontario Building Code Act.
12. Within 6 months the successful candidate must obtain qualification in the following categories:
 - Small Buildings
 - Building Structural
 - Plumbing - All Buildings
 - On-Site Sewage Systems

Within 12 months the successful candidate must obtain qualification in the following categories:

 - Building Services
 - Large Buildings
 - Complex Buildings
13. Previous experience in environmental auditing and mould remediation protocol would be considered an asset.
14. Must possess a Class "G" Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

NOTE 1:

As a condition of employment, the successful candidate(s) will be required to obtain a satisfactory Criminal Reference Check at their own expense, prior to beginning work in this position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE
