

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT (BUILDING DIVISION – BUILDING INSPECTIONS - LOCATION - 71 MAIN ST. W., 4th FLOOR)

SUPERVISOR, BUILDING INSPECTIONS

SUMMARY OF DUTIES

Reporting to the Manager, Building Inspections supervises and coordinates the work of Inspections staff and other related administrative positions. Acts as a resource and provides technical expertise to staff, internal and external stakeholders and clients. Ensures inspections are conducted with a view to achieving compliance with the Ontario Building Code, various municipal by-laws and other relevant National and Provincial statutes and legislation.

GENERAL DUTIES

Supervise and coordinate Building Inspection staff to ensure that inspections are conducted with a view to achieving compliance with the Ontario Building Code, various municipal by-laws and other relevant statutes/legislation by:

- Coordinating and monitoring the work of Inspections staff and related administrative positions in multiple programs and areas of service;
- Ensuring that legislated and departmental procedures are followed and that inspections are conducted within legislated timeframes;
- Advising staff in compliance and inspections related procedures, responsibilities and department, by-laws, policies and procedures, and other applicable legislation;
- Order Personal Protective Equipment for staff as required;
- Approve maintenance for and track costs of Inspection Fleet Vehicles
- Ensuring that comprehensive and accurate records and files are maintained;
- Establishing priorities, scheduling, assigning and reviewing and adjusting workload and/or realigning inspection districts as required;
- Participating in the interviewing and selection of Inspections staff;
- Orienting and training employees;
- Monitoring, evaluating and developing performance, including in-field data entry, mobile technology, and AVL tracking system;
- Recommending and approving training and development;
- Recommending and implementing discipline;
- Prepare accident reports;
- Prepare schedule for 24 hour on-call inspection services; and
- Authorizing time off consistent with the operational needs of the Building Construction Section.

Analyses and considers all aspects of enforcement situations where overlapping areas of jurisdiction exist such as the Ontario Building Code Act/Regulations, Zoning By-law and Licensing By-law and takes affirmative action.

Assess and interpret legislative changes and recommend and implement new and/or updated work methods. Prepare and implement new policies/procedures and update existing policies/procedures as required.

Liaise with Local, Provincial and Federal authorities to discuss and/or clarify the interpretation of applicable codes, regulations and by-laws.

Liaise with other departments, the public and outside agencies in the preparation of technical reports and responds, in writing or orally, to inquiries and complaints from elected officials, lawyers, architects, engineers, and contractors.

Audit Orders to Comply, Stop Work Orders, Action Requests and other Building Division functions on a regular basis to ensure that decisions/actions are consistent and according to procedures/legislation. Finds solutions to complex circumstances and considers alternate solutions.

Develop and implement ongoing training to ensure Inspections staff maintains up to date knowledge of amendments to existing legislation and divisional policies and procedures.

Investigate, analyze and resolve complex and/or sensitive inspections or interpretations regarding the Ontario Building Code Act/Regulations, The Swimming Pool Enclosure By-law, The Trade Licence By-law, Property Standards By-law (structural), The Fortification By-law, The Marijuana Grow-op By-law, The Zoning By-law or other various by-laws and initiates appropriate action.

Using protective measures, attend and enter emergency/unsafe properties (building/vehicle impacts, fire damaged buildings, collapsed and partially collapsed buildings) to direct emergency personnel, (Police, Fire, Public Works, etc.) in securing the properties/buildings to ensure they are made safe to maintain public safety.

Analyze and summarize records and documents and prepare reports and evidence for the Building Code Commission, Ontario Municipal Board hearings and Property Standards Committee Appeals. Provide evidence in legal proceedings for enforcement of The Ontario Building Code and other municipal by-laws.

Make recommendations to senior management and City Council to bring existing buildings and properties into compliance with legislation. Assess compliance issues and recommends viable alternatives that consider risk management issues and minimize exposure to liability.

Represent the Building Services Section before Committees of Council, at public meetings and with related technical committees.

Conduct in-depth studies/investigations and prepare reports and recommendations for internal and external clients and for Council that may involve sensitive and/or confidential information.

Receive and answer complex inquiries/complaints from public, staff, contractors, other departments, elected officials, lawyers, architects and engineers, etc. Interpret and explain policies and procedures.

Assume the responsibilities of the Manager, Building Inspections in his/her absence.

Participate in strategic planning and direction of the Division.

Participate in the development of annual operating and capital budgets.

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

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.

QUALIFICATIONS

1. Proven knowledge in building inspections normally acquired by obtaining a Diploma in Architectural or Civil Engineering Technology or a University Degree in Architectural or Civil Engineering or an equivalent combination of education with considerable work experience directly related to building inspections.
2. The successful candidate must be eligible to be appointed as an inspector under the Ontario Building Code Act Table 3.5.2.1 Division C (as amended by Bill 124) and must successfully have the following required

qualifications:

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| i. | General Legal/Process | viii. | Building Structural |
| ii. | Powers and Duties of a CBO | ix. | Large Buildings |
| iii. | On-site Sewage Systems | x. | House |
| iv. | Plumbing all Buildings | xi. | HVAC – House |
| v. | Small Buildings | xii. | Plumbing – House |
| vi. | Complex Buildings | xiii. | Detection, Lighting, Power |
| vii. | Building Services | | |

3. Eligible for O.B.O.A. Certification (Ontario Building Officials Association).
4. Considerable professional experience in the following fields. Building inspections, investigation and complaints resolution. Identifying infractions of the Ontario Building Code and associated Codes, Standards, By-laws and Acts. Ability to interpret various types of technical drawings, specifications, engineering reports and legal documents.
5. Thorough knowledge of policies and procedures of development and typical construction practices.
6. Ability to deal effectively with elected officials, representatives of other levels of government, construction industry associations, senior management, peers, staff and the general public.
7. Demonstrated ability to act independently with strong problem solving and decision-making skills.
8. The ability to make ‘judgement calls’ and ‘alternative measures’ decisions as needed when making on site decisions pertaining to Ontario Building Code acceptability, interpretation and equivalencies.
9. Thorough knowledge of the Occupational Health and Safety Act and other human resource management related policies/procedures.
10. Must possess numerical aptitude and computer literacy skills.
11. Must possess excellent written and verbal communication skills.
12. Must possess a valid Class “G” Drivers Licence and have access to a vehicle.

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 applicant(s) will be required to obtain a Criminal Reference Check (Vulnerable Sector Screening), 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.
