

## CITY OF HAMILTON

### PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

### (BUILDING DIVISION – BUILDING INSPECTIONS SECTION - LOCATION – 71 MAIN STREET WEST, 4<sup>th</sup> FLOOR

### BUILDING INSPECTOR II - 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, namely but not limited to:

#### Core Inspection Duties

- Swimming Pool Enclosure Permits
- Accessory Buildings (sheds, pergolas, gazebos, etc)
- Farm Buildings with a gross floor area of  $\leq 600\text{m}^2$
- Decks/Porches
- Additions with a gross floor area of  $\leq 25\text{m}^2$
- Interior renovations of a *house* (Not including Additional Dwelling Units (ADU))
- Sewage Systems

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, and other applicable enforcement measures under the Building Code Act/Regulations, Zoning By-law, Property Standards By-law, Licensing Code, and Swimming Pool Enclosure By-law.

Liaise with the Hamilton Police Service, Public Health Services, Fire Department, Health Canada, Utility agencies 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 analyze same for detailed remediation protocol and compliance.

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

Ability to make in field decisions in determining where materials and methods of construction meet the approved standards.

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

Inspect structures designated for demolition.

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

Communicate, and co-ordinate with all internal and external stakeholders including but not limited to, all City Departments, Contractors, Architects, Engineers, Lawyers, other Regulatory Agencies and the Public with issues relating to interpretation of Ontario Building Code, Zoning By-Laws, accepted construction practices, regulations and procedures.

Conducts all duties responsibly, addressing risk management issues, thereby minimizing exposure to personal and municipal liability.

Receive and answer inquiries from public, staff, contractors, architects, engineers, lawyers and realtors.

Advise owners and plans examiners on procedures and regulations where deviations or revisions have occurred after issuance of building permits.

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; search and update property files and generate monthly reports.

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

Summarize and compile records and documents; represent the Municipality in court; appeal hearings, tribunals 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.

Safe operation of vehicles in adherence to the City's Fleet Policies including daily inspection and cleanliness.

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. A minimum of two years of experience as a Building Official, or a minimum of two years of similar site inspection experience in the private sector, related to construction regulated by the Ontario Building Code. Candidates with a combination of equivalent work experience in design, review, construction, or enforcement, may be considered.
3. Certified as a Property Standards Officer (CPSO) is an asset.

4. Must possess Ministry qualification in General Legal/Process, House, HVAC – House, Plumbing – House, and On-Site Sewage Systems. Candidates with a minimum of General Legal/Process will be considered if successful enrollment into the Ontario Building Officials Association (OBOA) Internship Program upon hire, and within 6 months of employment must obtain the House qualification.

- A successful internship candidate must be able to obtain Ministry qualifications in the following categories within 1 year of hire date:
  - HVAC – House
  - Plumbing – House
  - On-Site Sewage Systems

5. Must possess excellent written and verbal communication skills.

6. 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.

7. The ability to act independently, with strong problem solving and decision-making skills.

8. The ability to deal effectively with co-workers, contractors, architects, engineers, lawyers, agencies and the public.

9. The ability to enforce regulations with firmness, consistency, tact and courtesy in field inspection work.

10. 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.

11. Must possess numerical aptitude and computer literacy skills.

12. Previous experience in environmental auditing and mold remediation protocol would be considered an asset.

13. Must possess a Class "G" Licence.

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