

# Township of Southgate

## Job Description

Date of Update: <b>March 2024</b>	<b>Plans Examiner &amp; Building Inspector</b>
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### Section A: Position Description

#### 1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Plans Examiner & Building Inspector	Supervisor's Job Title: Chief Building Official
Standard hours of work per week: 40 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Office	Department/Division: Protection & Inspection
Employment Status: Full Time Salaried Position	Pay Band: 9

#### 2) Scope of Position (A maximum of three sentences.)

The Plans Examiner/Building Inspector is responsible for reviewing building permit applications and plans to ensure compliance with provisions of the Ontario Building Code, applicable law and related regulations. The Plans Examiner/Building Inspector will conduct on-site inspections and investigate building related complaints when required. This position is expected to be able to work independently with a wide range of knowledge of legislation, codes, by-laws and regulations that govern building and development. The overall responsibility as a Plans Examiner/Building Inspector is to represent the Township to provide oversight of building construction by looking out for the health and safety of the public.

Additionally, this position investigates and researches complaints regarding contraventions of the Ontario Building Code and/or applicable municipal by-laws and issues applicable building orders when required. Lastly, this position provides functional and/or technical guidance, direction, or interpretations to various stakeholders regarding the Ontario Building Code and applicable municipal by-laws.

<b>Key Responsibilities</b>	<b>Tasks</b>	<b>Percent of Time</b>
Plans Review	<ul style="list-style-type: none"> <li>- Conducts the process of reviewing permit applications for zoning compliance, conservation authority jurisdiction, and compliance with Nutrient Management Act, MDS calculation, subdivision and development agreements and determine if application is complete including Ontario Building Code documentation.</li> <li>- Performs plans examination using the Building Code, by-laws, Farm code any other legislation for compliance.</li> <li>- Advise permit applicants of missing documentation and/or non-compliance with the zoning by-law, Building Code and other applicable by-laws.</li> <li>- Participates in the administration and enforcement of Provincial Statutes and Codes, By-laws, agreements, including but not limited to zoning, building, fencing, development charges, site plan control, etc.</li> <li>- Engages in research, plan and design specification reviews, site inspections, documentation and reporting for all categories of buildings and their uses.</li> <li>- Responsible for connecting building code requirements to zoning, site plans, building design, construction, renovations, demolitions, etc.</li> </ul>	50%
Inspections	<ul style="list-style-type: none"> <li>- Performs inspections as required through the building permit construction process and Ontario Building Code for all building types as well as septic installations.</li> <li>- Complete document reporting on all inspections and maintain proper files.</li> <li>- Ensures proper inspections documents on file for each permit issued.</li> </ul>	15%
Non-Compliance	<ul style="list-style-type: none"> <li>- Investigate and research complaints regarding contraventions of the Ontario Building Code and/or applicable municipal by-laws and issues applicable building orders when required.</li> <li>- Works with Planning staff to confirm property zoning and/or acquire approvals if required.</li> <li>- Works with Planning and Conservation Authority staff to confirm building envelop compliance and/or approval if required.</li> <li>- Administers and enforces the Ontario Building Code Act, relevant to provincial regulations and municipal by-laws pertaining to construction compliance with all applicable law.</li> </ul>	10%

Key Responsibilities	Tasks	Percent of Time
Customer Service	<ul style="list-style-type: none"> <li>- Represents the Township with the general public, builders, developers, engineers, consultants and others on a regular basis to answer technical questions about building, zoning and general planning.</li> <li>- Explain Township by-laws including but not limited to Property Standards, Zoning, Signage, etc.</li> <li>- Provides exceptional quality customer service at front counter, telephone and through electronic communication.</li> <li>- Responds to public enquiries in a timely manner</li> </ul>	20%
Other	<ul style="list-style-type: none"> <li>- Represents the Municipality when performing day-to-day duties (i.e. contact with public).</li> <li>- Maintains skills and knowledge at a high level by taking training through courses, seminars, workshops and selected reading.</li> <li>- Performs all other duties as assigned by Supervisor.</li> <li>- Operate as an employee within confines of Southgate policies and procedures.</li> <li>- Responsible, as an employee, for proper occupational health and safety practices.</li> <li>- Consider risk management, liability control and due diligence in all decision making related to inspections and approvals of building permits.</li> </ul>	5%

## Section B: Skills

### 1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input checked="" type="checkbox"/> High School <input type="checkbox"/> Vocational School	
<input checked="" type="checkbox"/> Community College	Three year post-secondary Diploma in an architectural, engineering or building technology program from an accredited College/ University.
<input type="checkbox"/> University Degree	
<input checked="" type="checkbox"/> Individual Courses	Registration of Ontario Building Code qualifications with the Ministry of Municipal Affairs and Housing in the following categories: General Legal and Processes, House, Small Buildings, Plumbing - All Buildings, Building Structural, Building Services, On-site Sewage Systems, Large and Complex Buildings are an asset.

**X License or Professional Designation**

- C.B.C.O. Certification and Provincial designation & qualification
- Certification –Registration with the Ministry of Ontario Building Code qualifications in order to review applications, issue permits and inspections.
- Certification by the Association of Architectural Technologists of Ontario, the Ontario Association of Certified Engineering Technicians and Technologists or other relevant professional association is an asset.
- Valid "G" Driver's Licence

Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?

Yes       No

**Discussion:** Other Courses as required.

**2) Required On-The-Job Training/Membership**

<b>Specific Internal Training</b>	<b>Months to Complete</b>
- Registration with Ministry of Housing	Annually
- O.B.O.A. Membership	Annually
- O.B.O.A. Bluewater Chapter membership and meetings	Annually
- Registration with the Ministry of Housing (BCN)	30 Days from employment
- Ministry Qualifications *	Within 6 months from employment
- House	Within 2 years from employment
- Small Buildings	Within 2 years of employment
- Septic	Within 3 years of employment
- Large Buildings	Within 10 years of employment
- Complex Buildings	Within 1 year of employment
- Plumbing House	Within 2 years of employment
- Plumbing All Buildings	Within 1 year of employment
- Building Services	Within 10 years of employment
- Building Structural	Within 10 years of employment
- Fire Protection	
* As prescribed OBC Division C Section 3.5.	

**3) Work Experience**

	<b>Minimum Years Required</b>
Work experience applying the Ontario Building Code in building code enforcement, building construction and/or design.	2 years
Demonstrated acumen in the effective use of plan review and design software such AutoCAD, Adobe Pro, Bluebeam	2 years

<p>Revu, etc. The ability to learn and effectively transfer knowledge and to champion use of software is necessary.</p> <p>Demonstrated experience in the ability to read and interpret designs, specifications, legal and technical opinions, 3rd party technical evaluations and reports.</p>	<p>2 years</p>
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**4) Other Key Skills:**

- Good organizational skills.
- Ability to schedule priorities and manage time.
- Strong ability to work under pressure, manage multiple tasks/projects and function effectively in a high-volume workplace with constant deadlines.
- Problem solving and conflict management skills.
- Good communication and interpersonal skills.
- Good report writing skills.
- Good computer literacy skills.
- Ability to read and understand plans, blueprints, building drawings and specifications, and knowledge of construction techniques and systems.

**5) Key Relationships (Contacts)**

<b>Internal Contacts</b>	<b>Frequency</b>	<b>Purpose</b>	<b>Method</b>
Co-workers (my dept.)	Frequently		
Co-workers (other dept.)	Occasionally		
Supervisor (my dept.)	Frequently		
Supervisor (other dept.)	Seldom		
Depart. Head (my dept.)	Frequently		
Depart. Head (other dept.)	Occasionally		
Staff in other municipalities	Occasionally		
CAO	Occasionally		
Ratepayers	Frequently		
Children/Students	N/A		
Seniors	Occasionally		
Supplier	Seldom		
General Public (Not residence)	Occasionally		
Business representatives	Seldom		
Consultants, Engineers, Planners	Occasionally		
Conservation Authority	Occasionally		
Auditors	Occasionally		
Solicitors	N/A		
Funding Organizations	Seldom		
Government Officials	N/A		
Boards	N/A		
Council (your own)	Seldom		
Council (other municipalities)	Seldom		
Media	N/A		
Ratepayers Groups	N/A		

**Interpersonal skills:**

- Extending common courtesy;
- Handling complaints and working cooperatively;
- Responding to basic needs and dealing with customer requests;
- Identifying issues and dealing with customer concerns;
- Resolving customer conflicts (minor);
- Advising;
- Negotiating and communicating in situations.

**6) Decision Making**

- Responsible for decisions concerning daily inspection activities.
- Ability to maintain periods of high concentration and intensity to interpret legislation, and be able to research and interpret regulations.
- Must be able to interpret "intent" of all by-laws.
- Good ability to exercise tact, discretion and confidentiality.
- Using common sense and having extensive knowledge of the building code.
- Blends theoretical knowledge with practical know how without compromising building standards.
- Applies judgment to problems arising from building problems in a variety of large and complex building projects.
- Decision making involves applying rules fairly to all situations.

**7) Problem Solving Responsibilities**

- Must be able to determine if construction meets intent of Ontario Building Code.
- Must be able to determine path of planning application.

**8) Equipment & Technology Utilized**

- Computer.
- Laser level.

## Section C: Responsibility

**1) Program Delivery**

- Administer and enforce the Ontario Building Code Act, relevant provincial regulations and municipal by-laws pertaining to construction ensuring compliance with all applicable law.
- Maintain good working relationships with contractors, property owners and the public, explaining building requirements and promoting voluntary compliance with standards.
- Work is subject to periods of high volume and intensity associated with the complete spectrum of building assignments.

**2) Impact and Accountabilities**

- Accountable to the CBO for fulfillment of responsibilities.

- High potential for legal liability.

**3) Supervision**

<b>Direct Subordinates – Job Titles</b>	<b>Number of Staff</b>
<b>Indirect Subordinates – Job Titles</b>	<b>Number of Staff</b>
Building and By-Law Administrative Assistant	1
<b>Provides training/instruction to others – Job Titles</b>	<b>Number of Staff</b>

**4) Material and Information Resources**

- Maintain accurate information and files.
- Detailed documentation of Building Code and By-law Enforcement complaints, investigation, verbal compliance orders issued, tickets issued and file records for follow-up and/or future compliance.

**5) Financial Resources**

- Collect fees.

**Section D: Working Conditions**

**1) Physical Environment**

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting				X	
Standing			X		
Noise Exposure		X			
Adverse Temperature			X	X	
Pushing/Pulling	X				
Lifting/Carrying			X		
Dust			X		
Odors		X			

**2) Health & Safety Hazards**

- Portion of time spent outdoors and on construction sites with the enforcement of safe work practices and public safety.
- Working outside in all weather conditions; must be physically capable of working varying conditions.

## **Health and Safety Responsibilities**

- Ensure that the provisions of the O.B.C. are met with respect to all buildings with reference to public health, fire protection and structural safety.
- Responsibility to work safely and follow rules, training, and discipline as required.
- Must conduct work in a safe fashion on a variety of construction environments and sites.

## **3) Travel**

- 95% within the Township and 5% to external meetings, training and conferences.

## **4) Driving**

- 10% of work time.

## **5) Mental Environment**

- Frequently dealing with builders, ratepayers, general public, industry personnel, internal staff and management.

# **Section E: Effort**

## **1) Mental Effort**

- Being able to deal with the public in all situations.
- Ability to juggle and multi-task to get all assigned jobs done in a professional manner.
- Concentration, reading, accuracy, attention to detail.
- Making decisions related to building related issues and compliance for the Township in consultation with the CBO for complex issues.

## **2) Physical Effort**

- Physically capable of working in varying conditions – outdoors and on construction sites with the potential physical hazards.
- Being able to climb around rough terrain and ladders on job sites.

# **Section F: Additional Information**

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.



## Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

**Job Position:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**CAO:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_