

JOB DESCRIPTION

| | | | |
|--------------------------|------------------------------|---------------------|--------------------|
| POSITION: | INSPECTOR | | |
| DEPARTMENT: | Planning & Building Services | UNION: | C.U.P.E. Local 543 |
| LOCATION: | Various | JOB CODE: | 543017 |
| HOURS OF WORK: | 37.5 | GRADE/CLASS: | 0.18 |
| SHIFT WORK REQ'D: | No | | |

DUTIES:

Reporting to the Manager of Inspections/Deputy CBO, this position will be responsible for the performance of field inspections of both new and existing buildings; liaises with property owners, contractors, engineers, architects, lawyers and other departments on matters related to construction activity and by-law enforcement; produces legible, concise, complete and accurate reports; maintains a record of field inspections; enforces by-laws under the jurisdiction of the Building Department; provides routine information to the public; maintains excellent interpersonal relations with the public and fellow staff. Will be required to travel to off-site locations. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus (3) years of post-secondary education from a Community College or University in Architectural Technology, Civil Engineering Technology or Mechanical Engineering Technology, or Ontario Ministry of Education equivalencies;
- Must have over five (5) years of progressively responsible experience in building construction and a comprehensive knowledge of building design and construction;
- Must have successfully completed General Legal/Process or CBO legal Examination, administered by the Ministry of Municipal Affairs and Housing (pursuant to Section 15.11(3) of the Building Code Act) and completion of a minimum of two (2) technical qualifications exams as set out in Division C, Part 3, Table 3.5.2.1 of the Building Code;
- Must hold and maintain a current, valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must have experience and education in the design and installation of building, plumbing, heating, ventilation and air conditioning systems;
- Must have experience in a computerized office environment and be familiar with the Microsoft Office Suite of Products;
- Must be capable of reading and interpreting construction drawings;
- Must have comprehensive knowledge of the Ontario Building Code and other related standards;
- Must have effective oral and written communication skills in all mediums;
- Additional qualifications in technical categories administered by the Ministry of Municipal Affairs and Housing as set out in Division C, Part 3, Table 3.5.2.1 of the Building Code, will be considered an asset;
- Current Certificate of Qualification under the Apprenticeship and Tradesperson's Qualifications Act as a sheet metal worker or plumber is an asset;
- O.A.C.E.T.T. Certification or A.A.T.O. Certification as an Engineering or Architectural Technician or Technologist is an asset;
- Membership with the Ontario Building Officials Association along with CBCO or BCQ designation will be considered an asset;
- The physical demands analysis associated with this job indicates a moderate level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.