TOWNSHIP OF NORTH HURON &
MUNICIPALITY OF MORRIS-TURNBERRY
POSITION PROFILE

Position Title: Building Inspector/ By-law Enforcement Officer
Report to Title: Chief Building Official (CBO)
Revised: September 2016

Pay Range: RANGE
Position Status: Permanent full time status
Pay Method: Hourly
Normal Work Week: 37.5 hours
Overtime paid: Eligible after 44 hours per week
Location: Morris-Turnberry Municipal Office

A – POSITION DESCRIPTION

1. **Scope of Position:**
   Under the general supervision of the Chief Building Official, performing the statutory requirements as required by the Building Code Act and Building Code. Key responsibilities include enforcement of the Building Code and the Township’s/Municipalities Building by-law, including the associated legislation/regulations, to assure the structural soundness and safety/accessibility of occupants.

2. **Key Responsibilities**
   (a) To enforce for the Municipality/Township public compliance of provincial statutes and regulations of the Ontario Building Code and any other applicable building statutes and by-laws that are presently in effect.

   (b) Receives and reviews documentation submitted for building permit applications.

   (c) Prepare building permits for review and issuance by the Chief Building Official.

   (d) Schedules and conducts inspections required of building permits issued under the Ontario Building Code.

   (e) To assist the Chief Building Official, as required.

   (f) Ensures compliance with the provisions of the Ontario Building Code and applicable Municipal by-laws.
(g) Prepares Stop Work Orders, Correction Orders, Certificates of Compliance, etc. for review and issuance by the Chief Building Official.

(h) Schedules, conducts and documents standard inspection reports. Records and documents all inspection on standard forms. Prepares documentation for buildings, by-law enforcement and property standards.

(i) Acts as a By-law Enforcement Officer under the direction of the CBO.

3. **Key Relationships**

   **Internal**
   - *CBO:* daily interaction re inspection assignments
   - *Administrative Assistant:* daily interaction re transfer of information between Municipal offices.
   - *Other staff:* daily interaction

   **External**
   - *Public:* daily re conducting inspections and issuing permits
   - *Township Contractors and other professionals:* as appropriate

4. **Decision Making Authority**

   The Building Inspector reports directly to the Chief Building Official.

   The Building Inspector will make some decisions on their own, within the framework of the Municipalities/Township’s policies and procedures, Building and Zoning Bylaws, as well as that of the Ontario Building Code.

5. **Problem Solving Responsibility**

   The Building Inspector is required to solve many and varying problems. Often the problems require detailed analysis and research. Data must be collected from various sources. The Building Inspector consults with the CBO on problems outside scope of duties.

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**B – POSITION SPECIFICATIONS**

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously.

1. **Formal Education and Training**

   *Minimum degree required:* Grade 12 education and Graduate of Community College in Architecture Technology or a licensed Inter-Provincial Trades Journeyman in the Construction related trades of carpenter, plumber or mason.

   Building Inspector Certification through the Ministry of Municipal Affairs and Housing.

2. **Work Experience**
   - Experience in a municipality
   - Inspector in municipality

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3. **Other Key Skills**
   - Strong interpersonal skill.
   - Strong written and oral communication skills.
   - Strong time management skills.
   - Strong supervisory skills.
   - Computer literate with knowledge of software used.
   - Well organized.
   - In depth knowledge of the local public works by-laws.
   - In depth knowledge of the MTO standards, specifications and regulations
   - In depth knowledge of Occupational Health & Safety Act and Ontario Building Code, including the Accessibility Act.
   - In depth knowledge of construction practices and construction estimating
   - In depth knowledge of equipment and vehicle maintenance techniques.
   - Physical ability to perform inspections at a construction site.
   - Valid class D driver’s license.
   - The position requires extensive travelling within North Huron/Morris-Turnberry.

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**C – POSITION CHARACTERISTICS**

1. **Impact & Accountabilities**
   Errors in judgement and in the conduct of duties (many of which are statutory) could result in inequitable application of Codes and by-laws; possible risk to health and public safety; possible liability situations and/or costly insurance claims.

   At minimum, errors could result in lost credibility and poor public relations.

2. **Supervisory Responsibility**
   No supervisory responsibilities.
D – WORKING CONDITIONS

1. **Physical Effort and Environment**
   At certain times the Building Inspector may have to work in excess of their normal workweek.

   The physical working environment can be demanding while outside inspecting construction sites or road maintenance in inclement weather (i.e.: heights, construction sites, heavy machinery, by-law enforcement issues). This position requires frequent travel to various locations.

2. **Mental Effort**
   The mental strain resulting from the work of the Building Inspector can be high due to the demand for timely and prompt inspections and site reviews for contractors. As well, numerous by-law enforcement issues and dealing with people who are irritated can cause stress.