

TOWN OF STRATFORD - JOB DESCRIPTION			
POSITION:	Building Official	JOB NUMBER:	No. 25
SALARY RANGE:	Level 8, 37.5 hours per week	ESTABLISHED:	April 2010
RESPONSIBLE TO:	Director of Planning, Development and Heritage	REVISED:	September 2020

JOB SUMMARY

- The Building Inspector is to review development applications for National Building Code compliance, inspect new development, and to assist the department director in the provision of safety standards; including the administration and enforcement of building codes and bylaws; ensuring structural quality and integrity and the safety of residents and members of the public.

MAJOR RESPONSIBILITIES

- To review and approve applications for building, development, and renovation permits; providing technical assistance to applicants related to documents required for submission and building standards;
- To schedule, prioritize, and inspect all buildings, structures, and installations during applicable phases of construction to ensure compliance with approved plans;
- To maintain physical and electronic records and issue reports of inspections and occupancy permits, including action taken and recommendations;
- To patrol the Town and investigate complaints with respect to zoning and building code violations, issue violation and other notices; including correction notices, orders to remedy a contravention, and stop-work orders, as well as, to act as a witness in prosecutions under the bylaws;
- To assist the Director in the administration and enforcement of the Town Official Plan, the Zoning and Development Bylaw, the Building bylaw and associated policies; and
- To attend meetings when required and discharge other such duties, responsibilities and functions as may be assigned by the Director of Planning, Development and Heritage.

KNOW HOW

- Extensive knowledge of building construction practices, materials, and equipment typically acquired through a post-secondary degree or diploma in a related field such as Construction, Architecture, or Engineering supplemented with three years related experience;
- Extensive knowledge of the National Building Code typically acquired through completion of Residential, Level I or Level II training by an Alliance of Canadian Building Officials Association, member association or equivalent, certification in a skilled construction related trade, or other relevant work experience;
- Proficiency in analysing and interpreting working drawings including architectural, structural, mechanical, etc.
- Familiarity with land use planning, zoning and development control;
- Proficiency in personal computer applications including word processing, spreadsheet, AutoCAD, and GIS software;
- Ability to express technical information and compile and present technical reports; and
- Superior interpersonal, communication, and conflict resolution skills.

WORKING RELATIONSHIPS

- Reports to and assists the Director of Planning, Development and Heritage;
- Provides technical assistance to department and other Town staff;
- Liaises with building inspectors, government officials, and industry representatives to contribute to the advancement of building control regulations and standards; and
- Assists and advises members of the public and industry professionals regarding building codes, bylaws, acts, and standards.

PROBLEM SOLVING

- The ability to evaluate and maintain the Building Bylaw and related policies for effectiveness, efficiency, and alignment with existing and upcoming changes to codes, acts, and policies;
- The ability to enforce all building regulations to ensure compliance within the Town;
- The ability to analyse a variety of technical problems, provide solutions, and make recommendations;
- The ability to resolve conflicts among residents and stakeholders; and
- The ability to apply judgement to determine what issues need to be escalated.

ACCOUNTABILITY

- Accountable to the Director of Planning, Development, and Heritage for assistance, to departmental and other staff for technical support, to permit applicants for effective review and inspection of development, and to members of the public for their confidence in ensuring safety and wellbeing through the enforcement of building codes, bylaws, acts, and policies.

WORKING CONDITIONS

- Physical Effort - work involves sitting for extended periods, and traversing job sites to carry out inspections.
- Physical Environment - works in an office environment with frequent visits to job sites.
- Sensory Attention - work requires computer screen time, frequent interruptions, and significant interactions with industry professionals, department and Town staff, and members of the public.
- Mental Stress – work will involve meeting deadlines, meetings after normal working hours, implementing penalties for offences, and occasional unpleasant interactions with members of the public.