



**Position: Building/Fire Inspector**  
**Department: Building/By-Law and Fire**  
**Reports to: Chief Building Official and Fire Chief**

**Union Affiliate**

### **Position Summary:**

The Building/Fire Inspector, under the direction of the Chief Building Official and/or designate, Fire Chief and/or designate, works with the general public, contractors, developers, and other stakeholders in the enforcement of the Ontario Building Code, Fire Code and associated legislation. Further, to accomplish the above in a courteous, efficient and professional manner as a representative of the municipality.

This position will work positively with the public in the enforcement of all municipal by-laws and the associated legislation. All prosecutions, court actions, enforcements and fine collections will be supervised and performed when required by this position.

### **Duties and Key Responsibilities:**

#### **Building Inspector**

- Fulfill the statutory responsibilities of a Building Official by executing the building permit and site inspection process under the direction of the Chief Building Official and/or designate in accordance with building codes;
- Day-to-day activities and work plan will be scheduled and coordinated by the Chief Building Official and/or designate;
- Work to timelines established by the division with regards to service delivery;
- Liaison with other municipal, civic and provincial departments, municipal solicitors and municipal insurers to ensure seamless service delivery and promote risk management;
- Under the direction of the Chief Building Official, assist with developing education programs to promote building safety and educate the public;
- Provide expert testimony at court and/or other tribunals as required;
- Focus on professional development in all facets of the position;
- Receive applications, review drawings and technical data, issue permits, collect fees, conduct inspections and issue orders where required, all in accordance with the OBC and all applicable law; constant contact between this position and the Chief Building Official will be required;
- Issue Northumberland County plumbing permits and collect associated fees;
- In conjunction with the Planning Department, review zoning requirements

- for permits and respond to zoning inquiries from the public and solicitors;
- Collect municipal and School Board development charges where applicable;
- Assist in the preparation of monthly reports and provide performance data concerning building department performance;
- Maintain orderly department records including permit histories and detailed inspection reports;
- Assist in the development of an effective Policy and Procedures Manual for the division in accordance with municipal objectives; and
- Other duties as assigned.

### **Fire Inspector**

- All fire related duties are performed under the direction of the Fire Chief and/or designate in accordance with fire codes;
- Under the direction of the Fire Chief and/or designate, develops, implements, conducts and maintains fire and life safety education program for youth and adults including providing information and making presentations to schools and community groups;
- Prepare clear, understandable technical and non-technical summations of related fire and life safety matters;
- Investigate complaints related to fire code violations such as illegal burning and accumulated waste presenting a fire risk including meeting and discussing violations with individuals and issues citations as necessary;
- May assist in performing periodic maintenance and testing of the fire station, apparatus, equipment and fire hydrants; and
- Under the direction of the Community Emergency Management Coordinator (CEMC) assists in the development, implementation, and maintenance of the Community Emergency Management Program.

### **By-law Enforcement/Property Standards/Miscellaneous**

- Enforcement of all municipal by-laws, including but not limited to the zoning by-law, the property standards by-law, the parking by-law and the sign by-law;
- Issue any permits or permissions required under the various by-laws and collect associated fees/fines;
- Issue notices, prepare summons, lay charges, consult with legal counsel and follow up with reports on all by-law and property standards investigations;
- Provide assistance/advice to staff and Council on all by-law matters;
- Assist the Chief Building Official in the implementation of the By-Law Enforcement/Property Standards program;
- Inspect and submit reports re: liquor licences and special occasion letters and requests, where required.

### **Position Qualifications:**

- Graduate of a post-secondary program in civil engineering technology, architectural technology, construction technology or a related field of study;
- Minimum 3 years' experience in municipal building/fire department and/or a related discipline;
- Willingness to work towards certification as a CBCO with the Ontario Building Officials Association;
- Completion of the Building Code Identification Number through the Ministry of Municipal Affairs and Housing – required C.B.O. Legal and House;
- Experience with the Fire Code and completion of Fire Inspections in a municipal setting;
- NFPA 1031 - Standard for Professional Qualification for Fire Inspector and Plans Examiner;
- NFPA 1033 – Standard for Professional Qualification for Fire Investigator would be considered an asset;
- NFPA 1035 – Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager Professional certification would be considered an asset;
- Experience in fire prevention and fire suppression;
- Demonstrated proficiency with computer software including Microsoft Office (Word, Excel, Access and Outlook), Worktech, Great Plains and iCompass;
- Valid Class G Driver's License and a clean driver's abstract; and
- Valid and satisfactory Criminal Background Check.

### **Key Performance Competencies:**

- Strong written and verbal communications skills and proven ability to effectively interact with all levels of management and staff, elected officials and members of the public;
- Demonstrated organizational and time management skills as well as the ability to effectively multi-task;
- In depth knowledge of the construction and development industry;
- Knowledge of construction techniques with an ability to review and interpret plans and technical specifications;
- Extensive experience conducting inspections of all types of new and existing buildings along with a broad range of classification types;
- Working knowledge of surveys, Ontario Building Code, Ontario Fire Code, NFPA Standards, related C.S.A./ULC Standards, Planning and Municipal Acts, Provincial Offences Act, Land Registry, municipal by-laws, permits, licenses, Official Plans and zoning provisions;
- Must be able to work independently and have proven ability to work

- effectively in a team environment;
- Must be able to consistently meet strict deadlines with strong attention to detail and consistently high level of accuracy;
  - Strong customer service orientation;
  - Professional, confident manner, committed to dispute resolution;
  - Ability to work with sensitive/confidential issues and good working knowledge of Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
  - Requires manual dexterity to operate computer and other office equipment.

**Acknowledgement**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_