

Department: Building Services
Reports To: Building Services Manager/Chief Building Official
Supervises: Not Responsible for Supervision of Staff
Review Date: January 2026

SUMMARY OF POSITION

Under the direction of the Building Services Manager/Chief Building Official, the Building and Plumbing Inspector will perform duties to ensure that construction, renovation, change of use and demolition activities of buildings within the Town are properly examined and inspected prior to and during construction to provide and maintain a level of quality that complies with the Ontario Building Code, applicable municipal by-laws and applicable law in order to protect public the health and safety ensuring efficient construction within the Town. Responsible for the administration and enforcement of the Town's Backflow Prevention Program and By-Law that aligns with legal and regulatory requirements, industry best practices and recommendations, and the Town's levels of service.

The Building Inspector will perform plan reviews and inspection services to ensure compliance with the Building Code Act, Ontario Building Code, and other applicable law consistent with established policies, practices and procedures as directed by the Building Services Manager/Chief Building Official and issues notices and orders with respect to Building Code Act enforcement.

FUNCTIONAL RESPONSIBILITIES

- ❖ Performs duties in accordance with statutory requirements, responsible for the enforcement of Provincial Statutes and Regulations thereunder of the Building Code Act and other applicable laws as they apply to buildings and structures.
- ❖ Responds to all directives from the Building Services Manager/CBO in a prompt manner and provides for the issuance of all reports as required.
- ❖ Performs duties in accordance with municipal requirements, responsible for the enforcement and interpretation of the provisions of the Town's Zoning By-law as it applies to the use and occupancy of any building or parcel of land; zoning inquiries and review, and zoning compliance letters in coordination with the Huron County Planner.
- ❖ In the absence of the Manager of Building Services/Chief Building Official, shall perform the duties of the Building Services Manager/CBO.
- ❖ Performs the issuance of building permits, encroachment on sidewalks, fence, heritage and sign permits and plans examination.

BUILDING/PLUMBING INSPECTOR

- ❖ Performs all relevant inspections, orders, or notices as they relate to permits issued or regulations violated.
- ❖ Upon request from the Municipal Law Enforcement Manager, assists with the enforcement of property standards in the Town.
- ❖ Responsible for the Town's Backflow Prevention Program and By-law that regulates and enforces the installation, inspection, maintenance and testing requirements of backflow prevention devices and other associated cross-connection activities that pose potential risk to the safety of the Town's municipal drinking water system and provides quarterly reports on the Program to the Building Services Manager/CBO.
- ❖ Assists the Building Services Manager/CBO and Fire Services Manager/Chief to carryout fire inspections when needed.
- ❖ Responds to complaints from members of the public regarding building compliance in a timely manner.
- ❖ Communicates with outside agencies, contractors, and the public regarding upcoming and ongoing projects throughout the Town when required.
- ❖ Adheres to Town and Departmental policies, procedures, and programs.
- ❖ Contributes to completion of department goals and objectives regarding own work as requested by Building Services Manager/CBO.
- ❖ Promotes a high standard of customer service to the public as well as to all internal customers.
- ❖ Performs other related duties as assigned.

POLICY/PROCEDURE

- ❖ Not responsible for policy/procedure development.

STRATEGIC MANAGEMENT

- ❖ Not responsible for strategic management.

EDUCATION AND QUALIFICATIONS.

- ❖ A university degree or college diploma in construction inspection techniques, Engineering or Architectural Technologist with a minimum two (2) years relevant experience in building inspection, or a related discipline.
- ❖ Must be registered with the Ministry of Municipal Affairs and Housing (MMAH) as an inspector with a Building Code Identification Number (BCIN).
- ❖ Successful completion of the Ministry of Municipal Affairs and Housing examination on General Legal/process.
- ❖ Successful completion of certifications/courses as required under the Ministry of Municipal Affairs and Housing (MMAH) including General Legal/process, Part 9 House, Health and Safety, Small Buildings, Plumbing-House, Plumbing-All Buildings, HVAC-House, Building Services, Building Structural, On-Site Sewage Systems.

BUILDING/PLUMBING INSPECTOR

- ❖ A commitment to continuing education to further the incumbent's knowledge and remain current in ones' area of expertise as required to maintain qualifications.
- ❖ Working At Heights Certification.
- ❖ First Aid/CPR Certification.
- ❖ Valid Ontario Driver's Licence.
- ❖ Satisfactory Criminal Records Check (CRC)

KNOWLEDGE AND SKILLS

- ❖ Strong knowledge of the Town's Property Standards By-law, Zoning By-law, Building Code Act, Ontario Building Code, Planning Act, Heritage Guidelines, other municipal by-laws and applicable federal and provincial laws.
- ❖ Knowledge of construction techniques to carry out inspections and determine inadequacies relative to building standards.
- ❖ Knowledge of cost estimating.
- ❖ Knowledge of the Fire Code to assess safety of buildings and to assist Fire Services Manager/Chief.
- ❖ Knowledge of urban planning, site planning, and lot grading.
- ❖ Knowledge of and the ability to interpret and administer a variety of regulations, acts, policies and guidelines pertaining to the Building Department
- ❖ Knowledge and use of general office equipment including related computer software/hardware.
- ❖ Ability to read and interpret construction drawings, engineering, and survey reports.
- ❖ Good communication skills to advise the public of violations to existing by-laws, provide assistance and direction with respect to alternative options.
- ❖ Good interpersonal skills to deal with public, contractors, architects, engineers, designers, government ministries and lawyers.
- ❖ Requires adequate physical condition to conduct safety and general inspections of buildings, includes working at heights and confined space training.
- ❖ Ability to work effectively and safely in a variety of weather conditions.
- ❖ Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.
- ❖ Ability to think and act strategically and appropriately in a political and community service environment.
- ❖ Ability to work independently with minimal supervision and in a team environment.

PERSONAL CONTACTS

Communicates with internal and external individuals.

- ❖ Internally, this includes:
 - CAO, Senior Leadership Team Directors and Managers, municipal employees, and members of Council

BUILDING/PLUMBING INSPECTOR

- ❖ Externally, this includes:
 - The public, neighbouring municipalities, developers, consultants, contractors, provincial and federal agencies, and non-governmental organizations (NGO) (i.e., local service clubs, etc.)

HEALTH AND SAFETY

- ❖ Ensure that Occupational Health & Safety Act, the Town of Goderich Health and Safety Program, and other provincial legislation and regulations are strictly observed and followed.
- ❖ The Town will provide the necessary safety equipment for this position.

WORKING CONDITIONS

Work occurs in a clean office environment with a high degree of public contact and spends time carrying out site inspections on buildings. This position requires long periods of sitting, as well as consistent visual and mental concentration on computer screen(s). Hours of work are scheduled within the core operating hours of 8 AM – 4 PM, Monday through Friday. Rarely required to work overtime. Work involves exposure to hazardous conditions within unsafe buildings and inclement weather conditions, disruptions, difficult situations and/or conflict that must be handled diplomatically and without compromising the Town of Goderich's corporate policies.

NOTE TO READER: This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skills, effort, responsibility, and working conditions expected in the role.