



Job Profile

Plans Examiner/Building Inspector

TITLE: PLANS EXAMINER/BUILDING INSPECTOR

DEPARTMENT: BUILDING DEPARTMENT

DIVISION: DEVELOPMENT DIVISION

PURPOSE OF JOB: Interpret and enforce the Ontario Building Code, relevant municipal by-laws and other applicable law by reviewing plans and building permit applications, issue permits, conduct site inspections and respond to public inquiries.

REPORTS TO: CHIEF BUILDING OFFICIAL

MAIN RESPONSIBILITIES:

Under the direction of the Chief Building Official

Technical Responsibilities:

- Review permit applications and ensure all pertinent drawings, specifications and reports are submitted prior to permit issuance.
- Undertake related inspections to ensure compliance with the Ontario Building Code.
- Preparation and attendance as witness for course cases, Building Code Commission hearings and the quasi-judicial tribunals on behalf of The Corporation of the Town of Cobourg.
- Notify the Chief Building Official and the owner/contractor of any deviations from the approved plans and any special problems arising from inspections.
- Issue orders to comply as necessary.
- Keep accurate records of inspections and progress of work.
- Perform the duties of the Building Inspector when required.

WORKING RELATIONSHIPS:

- Provides information to applicants, the general public, municipal staff and agencies concerning building permit process and requirements, demolition and other by-laws enforced by Building Department.
- Recommend to the Chief Building Official any amendments to by-laws believed to be desirable.
- Maintain good relations with the public and development community.
- Respond to public contractor inquiries about the Building Code and applicable law.
- Liaise with architects, engineers and Tarion regarding Ontario Building Code.
- Performs such other related duties as may be assigned by the Chief Building Official.
- Attends meetings of Cobourg Municipal Council, Municipal Committees and external agencies as required.

EDUCATION/EXPERIENCE/SKILLS:

- Have a Ministry of Housing BCIN designation.
- Have a minimum three (3) years combined practical experience in the construction industry and in the enforcement of the Ontario Building Code or equivalent/equal experience.
- Possess excellent interpersonal, written and verbal communication skills.
- Ability to read blueprints.
- Possess a Valid G driver's license with demonstrated satisfactory record and a clean driver's abstract as well as access to a reliable vehicle as regular driving is required to fulfil the duties of the position.
- Ability to work independently or as part of a team
- Proficiency with Microsoft Office programs (Microsoft Word, Excel, PowerPoint) and Cloud Permit.
- Valid Criminal Record Check upon hire.
- Eligibility to become a Certified Building Code Official (C.B.C.O) preferred.



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WORKING CONDITIONS:

- 35 hours per week.
- Must be able to complete regular physical endurances including walking, standing and climbing (ladder rungs and stairs).
- This position may occasionally be required to work evenings and weekends for municipal meetings or events.

Director Signature

Date

CAO Approval Signature

Date