



Township of East Zorra-Tavistock

Job Description

Building Inspector / Drainage Coordinator

1. **Position Title:**

Building Inspector / Drainage Coordinator

2. **Date Approved:**

August 2024

3. **Pay Grid:**

- a. With Building Certification - Grade 13
- b. Based on 35 - 37.5 Hours per Week, Full Benefits, OMERS
- c. Option for Flexible Work Arrangements (compressed or remote)

4. **Reporting Relationships:**

- a. Reports to:
 - i. Building, Development and Drainage Manager (CBO)
- b. Directly supervises:
 - i. n/a

5. **Purpose:**

- a. To provide operational support and assistance to the Chief Building Official through the provision of building inspections, plans review and administrative support, as required under the Ontario Building Code.
- b. To coordinate municipal drainage repair projects.
- c. To carry out a wide variety of responsibilities related to Township facilities and property.

6. Scope of Position:

- a. Work is varied and often in response to Council decisions in addition to the ongoing operations of the Township.
- b. All work is performed according to Township policy or is rooted in legislation - the incumbent is expected to organize work flow and work independent of close supervision.

7. Responsibilities:**a. Building Department**

- i. Provides support and assistance to the Chief Building Official with respect to Building Department, including but not limited to:
 1. General building department operations
 2. Reviews building permit applications and building plans
 3. Performs building inspections
 4. Provides administrative and operational support to the Chief Building Official
 5. Provides customer service related to inquiries and applications from the public about building matters
 6. Regular review and follow-up on un-complete building permits
 7. Completes final grading inspections where required

b. Drainage Department

- i. Works with Drainage Superintendent to administer and deliver the Municipal Drainage Program
- ii. Completes all tasks associated with drainage repairs, including but not limited to:
 1. Regular and as requested inspection of drains
 2. Investigate drainage complaints and determine appropriate courses of action, as required.
 3. Inspects new drains for construction deficiencies
 4. Maintains records and information on drains and drainage construction projects

5. Maintains drainage GPS records
 6. Performs drain locates, as requested and required
- c. Other
- i. Administer the civic addressing activities including address assignment, sign preparation and placement
 - ii. Completes service locates as required
 - iii. Provides assistance and physical resources for the maintenance and improvement of Township facilities (Office, Parks, Community Centres, Arenas, etc.) where appropriate and feasible based on cost and availability of personnel and equipment
 - iv. Provides investigation services for the By-law Compliance Department
 - v. Responds to Zoning inquiries and provide information
 - vi. Other duties as assigned and consistent with the other responsibilities set out in this job description.

8. Working Conditions:

- a. Work is carried out at the Hickson Municipal Office, on-site at construction sites, private property for inspections and Township public locations such as roadways, sidewalks, drains, etc.
- b. Work is sometime performed in potentially hostile and emotional environments
- c. Physical risks exist on construction sites. Some work must be carried out in inclement weather.
- d. Some work is subject to strict deadlines.

9. Hours of Work:

- a. Thirty-five (35) Hours per Week
- b. Normal hours are 8:30 a.m. to 12:00 noon, 1 p.m. to 4:30 p.m. Monday to Friday.
- c. Attendance at occasional meetings outside of the normal working day may be required

10. Working Relationships:

- a. With Building, Development and Drainage Manager (CBO)
 - i. Receives direction and guidance on department activities, programs and projects. Discusses operations, priorities, personnel matters and township policies.
- b. With Drainage Superintendent
 - i. Receives direction and guidance on department activities, programs and projects.
- c. With Others on Staff
 - i. Exercises courtesy and co-operation for harmonious working relations with other staff. May be called upon to provide assistance to other departments at peak times or for special projects.
 - ii. Manages trades people and contractors on drainage and other special projects as directed by the CBO.
- d. With External Contacts
 - i. Exchanges information on the inspection and enforcement of by-laws with Township lawyer, police, etc.
- e. With the Public
 - i. Maintains tactful relations; explains Drainage and Building operations carefully and responds to questions and complaints courteously and diplomatically.
- f. With Other Municipalities and the County
 - i. Maintains good communication and working relationship on a regular basis regarding such things as maintenance activities and techniques.

11. Knowledge and Skills:

- a. Excellent communication skills, both verbal and written.
- b. Strong computer skills, including working knowledge of Windows, MS Office, GIS, GPS and CAD software.
- c. Very good knowledge and understanding of construction activities and the construction industry.

12. Formal Education:

- a. Secondary School Diploma
- b. Post-secondary education in a field related to construction, building, development and/or public works

13. Impact of Errors:

- a. Errors in giving information to the public could lead to inadvertent misleading of the public.
- b. Errors with respect to Building services activities could result in additional costs, legal action against the Township, longer time to compliance.
- c. Poor public relations and embarrassment to staff, self and Council
- d. Clerical errors could be traced and corrected after costly duplication of effort and annoyance
- e. Errors with respect to building and drainage could lead to legal claims against the Township and/or staff, risk to public safety, lawsuits against the Township and/or staff and costly insurance claims

14. Control:

- a. General supervision from the Building, Development and Drainage Manager (CBO) based on Council policy and applicable legislation and Standards

15. Licences and Certifications:

- a. Must hold a valid Class “G” Drivers Licence
- b. Qualifications under Table 2.20.2.1 of the Ontario Building Code in:
 - The House
 - General Legal
 - Small Buildings
 - Plumbing – All Buildings
 - Building Services
 - Building Structural
 - On-Site Sewage Systems

16. Health & Safety:

- a. Works safely and in conformity with the Township Health & Safety Policies, Procedures and Guidelines. Uses protective equipment as directed. Participates in Health & Safety training and education exercises. Ensures employees under their direction work safely.