

## TOWN OF PETAWAWA

(Approved February 2, 2010)  
(Revised December 2024)

---

**JOB TITLE:** BUILDING INSPECTOR

**DEPARTMENT:** PLANNING AND DEVELOPMENT

Directly Responsible to: Director of Planning and Development

Indirectly Responsible to: Chief Building Official

### **Purpose of the Position**

Reporting to the Director of Planning and Development, the Building Inspector reviews/issues permits, inspects buildings being constructed and septic systems being installed to ensure compliance with the Ontario Building Code, its regulations and all other applicable legislation, and investigates complaints and enforces municipal by-laws as directed.

### **Major Responsibilities**

#### **Program/Service**

- In accordance with statutory requirements, manage the enforcement of Provincial Statutes and regulations governed by the Ontario Building Code, and all other applicable laws as they apply to buildings, structures and septic disposal systems
- Conduct plans review, process and issue building, demolition, septic and any other permits, in accordance with Provincial legislation, Town By-laws and established procedures
- Ensure all relevant inspections, orders or notices are executed as they relate to permits issued or regulations or by-laws violated
- Promote good public relations through the timely and appropriate response and subsequent action to all inquiries
- Monitor compliance of development with subdivision, site plan and any other development agreements
- Assign civic address numbers to new construction in accordance with established process
- Review and issue permits for signage in accordance with Town's sign by-law
- Perform the duties of commenting agency for consents and other planning applications in regard to buildings/structures and septic services
- Assist in the creation and implementation of new by-laws and revisions to existing by-laws as required
- Other duties as may be assigned

The above description reflects the general duties necessary to describe the principal function of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

### **Human Resources**

- Reports directly to the Director of Planning and Development, indirectly to the Chief Building Official, and works in cooperation with all staff.

### **Financial Resources**

- Ensure accurate application of all permit fees

### **Material Resources**

- Ability to use a variety of office/information technology

### **Skill and Effort**

#### **Knowledge**

- A Civil Engineering Technology or Architecture community college diploma, or equivalent combination of education and practical experience
- Qualification and registration with the Ministry of Municipal Affairs and Housing (QuARTS) in the minimum following classes: General Legal/Process; House; Plumbing-House; HVAC-House; Small Buildings; On-site Sewage Disposal Systems
- Eligibility for membership in the Ontario Building Officials Association and the Municipal Law Enforcement Officers' Association of Ontario, a definite asset
- Knowledge and understanding of the Ontario Building Code Act, Ontario Building Code, Property Standards By-law, Official Plan, Zoning By-law and other applicable Municipal, Provincial and Federal legislation
- Experience in construction industry and knowledge of techniques to carry out inspections relative to building standards, an asset
- Knowledge of cost estimating including specification interpretation, materials, tendering procedures
- Ability and knowledge to conduct investigations and gather evidence and process charges under the Building Code Act
- Excellent oral, written and interpersonal communication skills
- Proficient in the use of a wide range of computer programs, including Cloudpermit and Bluebeam
- Must have a valid driver's licence

#### **Physical Skill and Effort**

- Require adequate physical condition to safely inspect buildings and to conduct field investigations

#### **Decision Making and Judgement**

- Work is performed under the direction and guidance of the Chief Building Official

- Requires a high level of initiative, resourcefulness and ability to work independently using established standards and procedures
- Maintains detailed notes and justification for approvals
- Demonstrates strong time management skills and an ability to prioritize tasks
- Maintains a high degree of confidentiality
- Maintains a high degree of professionalism and strict adherence to legislative requirements

## **Interpersonal Skills/Contacts**

### Internal

- Chief Building Official
- Director of Planning and Development
- Planner/Senior Planners
- Departmental Administrative Support
- Senior and support staff of other departments

### External

- General public, designers, engineers, architects, contractors, tradespeople
- Various government agencies including but not limited to Ministry of Municipal Affairs and Housing, County of Renfrew Development and Property Department, and Renfrew County and District Health Unit
- Other municipalities

## **Working Conditions**

### Environment

- Work is performed in both office and outdoor environments
- Frequent local travel required to conduct inspections

### Control over Work Schedule

- Required to work 35 hours per week
- May be required to work beyond regular office hours
- Travel may be required for training