

BUILDING INSPECTOR / PROJECT COORDINATOR

Department: Building Services

Classification: Full-Time, Permanent, Non-Union

Pay Band: 10

Hours of Work: 36.25 hrs/week

Reports to: Director of Planning / Chief Building Official

Supervisory Responsibilities: None

Position Summary

The Building Inspector / Project Coordinator conducts building inspections, reviews permit applications within their qualifications, supports Building Department administration, maintains municipal asset information, and coordinates assigned capital projects.

Reporting to the Director of Planning/ Chief Building Official, the position provides technical and regulatory support to residents, property owners, contractors and municipal departments, and assists with the administration and enforcement of the Ontario Building Code.

The position also supports capital planning and procurement by maintaining asset records, coordinating assigned projects, and assisting departments with RFQs and RFPs.

Where authorized through municipal agreements or service arrangements, the employee may also provide building inspection services to neighbouring municipalities.

Primary Responsibilities

1. Building Inspection and Code Compliance — 50%

- Conduct required inspections of construction, renovation, demolition and change-of-use projects within the employee's Building Code qualifications.
- Inspect work for compliance with approved plans, permits, the Ontario Building Code and applicable law.
- Identify deficiencies, communicate required corrective action, and complete follow-up inspections.
- Prepare inspection reports, records, orders and enforcement documentation where authorized.
- Review permit applications, plans, revisions and supporting documents within the employee's qualifications.
- Provide technical Building Code information to applicants, contractors and municipal staff without assuming design responsibility.

- Support the Chief Building Official with unsafe-building, emergency, inspection coverage and departmental administration matters.
- Maintain accurate permit, inspection and property records and assist with departmental forms, procedures and public information.

Building Inspection Services for Other Municipalities

Where authorized by the Town and appropriately appointed:

- Conduct inspections for neighbouring municipalities under approved agreements or service arrangements.
- Prepare required reports and records, coordinate scheduling with the applicable Chief Building Official, and track service information for billing or reporting.
- Ensure external assignments do not interfere with the Town's statutory inspection obligations and service requirements.

2. Municipal Asset Management — 20%

- Maintain the Town's asset inventory and related records, including condition, age, location, service life and replacement information.
- Work with departments to keep asset information complete, accurate and current.
- Support asset-condition reviews, capital forecasts, replacement schedules and updates to the Asset Management Plan.
- Coordinate asset-related information from departments, consultants and contractors.
- Prepare asset-management reports and information for management, Council and Finance to support long-term planning.
- Update records following acquisitions, replacements, disposals or significant improvements.

3. Municipal Capital Project Coordination — 20%

- Coordinate assigned municipal capital projects from planning through completion.
- Assist departments with project scope, objectives, timelines, deliverables and supporting documentation.
- Maintain project schedules, monitor milestones, and coordinate communication with departments, consultants, contractors and suppliers.
- Coordinate project meetings, documentation, deficiency reviews and close-out requirements.
- Track project budgets, commitments, invoices and expenditures in collaboration with Finance and the responsible department.
- Assist with grant-funded projects and prepare updates for department heads, management and Council.
- Identify and escalate significant project risks, delays, scope concerns or budget issues.

4. RFQ and RFP Support — 5%

- Support departments in preparing RFQs, RFPs and related procurement documents.
- Assist with scopes of work, specifications, deliverables, evaluation criteria, timelines and documentation.
- Provide approved templates and review draft documents for clarity, consistency and completeness.
- Assist with evaluation coordination when requested and maintain corporate procurement templates and resources.

5. Departmental and Corporate Support — 5%

- Respond to building, asset management and project inquiries.
- Prepare correspondence, reports, statistics and supporting documentation.
- Assist the Chief Building Official with budgeting, reporting and workload planning.
- Provide technical and project-coordination support to municipal departments where assigned.
- Participate in capital planning, process improvement and professional development.
- Perform other related duties assigned by the Supervisor.

Decision-Making Authority

Within applicable legislation, municipal policies, approved budgets and delegated authority, the Building Inspector / Project Coordinator may:

- Conduct inspections, assess compliance, require corrective action and complete follow-up within the employee's qualifications and appointment.
- Prepare authorized inspection reports, orders and related documentation.
- Provide technical Building Code information.
- Coordinate assigned capital projects and project schedules in consultation with responsible departments.
- Request information needed for asset management, project coordination and procurement support.
- Identify and escalate building, project, procurement or asset management concerns.
- Recommend improvements to municipal assets, processes and capital projects.

Qualifications

Required Qualifications

- Post-secondary education in building technology, architectural technology, engineering technology, construction, project management or a related discipline, or an equivalent combination of education, training and experience.
- Experience in building construction, plans review, inspection, project coordination, asset management, capital planning or public procurement is considered an asset.

- Ability to interpret technical drawings, legislation, codes, specifications and contractual documents, and to prepare clear reports, correspondence and records.
- Strong organizational, communication, documentation, problem-solving and customer service skills, with the ability to work effectively with contractors, consultants, municipal staff and the public.
- Valid Ontario Class G driver's licence with an acceptable driving record and the ability to travel locally, including to neighbouring municipalities where required.
- Ability to communicate effectively in English and French.

Building Code Requirements

The employee must be registered with the Province of Ontario as a municipal Building Inspector and must maintain the Building Code qualifications required for the duties assigned. At minimum, the Town would normally require a Building Code Identification Number (BCIN), General Legal/Process, House, HVAC, Plumbing and Small Buildings.

Working Conditions

- Work is performed in municipal offices, construction sites, municipal facilities, businesses and outdoor environments.
- Inspections and projects may involve unfinished construction, ladders, stairs, confined or difficult-to-access areas, uneven surfaces and outdoor conditions.
- The employee may encounter dust, noise, odours, weather and other construction-related hazards; personal protective equipment is required where applicable.
- Regular local travel is required, with occasional travel to neighbouring municipalities under approved agreements.
- Occasional evening or irregular work may be required for project meetings, emergency inspections or operational needs.

General

The duties listed describe the general nature and level of work assigned to the position and are not intended to represent an exhaustive list of responsibilities.

The employee may be assigned other related duties consistent with their qualifications, statutory appointment and corporate responsibilities.