

**POSITION DESCRIPTION**

<b>Position:</b>	Municipal Law Enforcement Officer/ Building Inspector	<b>Type:</b>	<b>Union</b>
<b>Incumbents:</b>			
<b>Reports To:</b>	Chief Building Official/Municipal Law Enforcement Officer/Planning Supervisor or designate(s)		
<b>Date:</b>		<b>Next Review Date:</b>	
<b>Positions Supervised:</b>	None		

**PART I - DESCRIPTION OF JOB REQUIREMENTS**

**General Accountabilities**

The Municipal Law Enforcement Officer/Building Inspector is responsible for the enforcement of the Ontario Building Code, Provincial legislation and Municipal by-laws and all other applicable law in order to ensure compliance and provides general support to the Chief Building Official/Municipal Law Enforcement Officer/Planning Supervisor or designate(s).

**Specific Accountabilities**

**The following accountabilities are not listed in order of priority:**

**Maintenance & Operations**

**Municipal Law Enforcement**

1. Performs parking by-law, property standards by-law and canine enforcement.
2. Enforces Municipal by-laws and applicable Provincial statutes and regulations through the Provincial Offences Act or other relevant legislation.
3. Investigates complaints from ratepayers regarding by-law infractions and follows up with appropriate action.
4. Assists in the preparation of notices to educate the public on the existence, content and intent of by-laws, as well as the Municipality's policy regarding action against violations.
5. Issues fines under applicable legislation as required, attends court regarding Municipal by-law infractions.

## **Inspector**

6. Performs all relevant inspections as they relate to permits issued or regulations violated.
7. Ensures all orders or notices are executed as they relate to permits issued or regulations violated and ensures timely response and action to all public and political enquiries.
8. Enforces the provisions of the Ontario Building Code, Municipal by-laws and any other applicable law.
9. Issues any orders or notices required in the enforcement of legislation as required.
10. Communicates with engineers, consultants, contractors, builders and owners to provide information and comments regarding the enforcement provisions of Provincial legislation and by-laws.

## **General**

11. Supports planning and zoning administration process and ensures operational, inspection and enforcement assistance in accordance to Zoning By-laws.
12. Performs receipting functions as required.
13. Assists the Chief Building Official/Municipal Law Enforcement Officer/Planning Supervisor or designate(s) in maintaining an effective and efficient work flow in the Building/By-law/Planning Department.
14. Reports any maintenance requirements to equipment, property or process to the Chief Building Official/Municipal Law Enforcement Officer/Planning Supervisor or designate(s) promptly.
15. Reports stock purchase requirements to the Chief Building Official/Municipal Law Enforcement Officer/Planning Supervisor or designate(s).
16. Ensures correct procedures are followed for accurate, complete and verifiable record keeping and processing.
17. Ensures the security of files and the Building/By-law/Planning Department as required.

## **Staffing**

18. Assists in the basic orientation and training of new staff, as it relates to his/her position, as required, safely and in accordance with all policies, procedures, by-laws, Ministry guidelines, regulations and legislation.

### **Communication**

19. Responds to inquiries by providing verbal and written information or referring them to the Chief Building Official/Municipal Law Enforcement Officer/Planning Supervisor or designate(s) as required.
20. Assists in the preparation of the monthly activity reports.

### **Policy Compliance**

21. Maintains, organizes and updates records and filing systems as required by legislation and internal policy.
22. Ensures compliance with Township and legislated policies, practices and procedures.
23. Complies with all Municipal and Provincial occupational health and safety legislation, regulations, policies and procedures, and must wear all safety apparel as required.
24. Attends necessary and/or approved educational workshops, seminars or webinars including the renewal of annual licencing as required.

### **Other**

25. Performs other duties as assigned.

***The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.***

**PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:**

### **Technical Skills/Experience**

1. A minimum of two (2) years' experience in construction or a similar, related position is required.
2. A minimum of two (2) years' experience as a Municipal Law Enforcement Officer is preferred.

3. A good understanding and knowledge of the Ontario Building Code and applicable Federal and Provincial laws as they relate to the use of and occupancy of buildings and land is required.
4. A good understanding of construction techniques and the ability to interpret plans and blueprints in order to carry out inspections and to verify code compliance and/or highlight inadequacies/violations is required.
5. A good understanding of Municipal by-laws, the Provincial Offences Act and other related legislation is preferred.
6. Communication, interpersonal and customer service skills to address requests, complaints, handle difficult interpersonal situations and exchange and clarify information that at times is not welcome. Ability to maintain discretion and tact at all times and may be required to use diplomacy in resolving difficult situations.
7. Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel) and presentation (MS PowerPoint) software is required.
8. Familiarity with Property and GIS software, as it pertains to a Municipal environment, is preferred.
9. Strong planning/time management and organizational skills is required.
10. Ability to work independently with minimal supervision.
11. The incumbent must provide a criminal check on an annual basis.
12. Ability to maintain confidentiality where mandated or required.

### **Education/Licences**

1. A minimum of Grade 12 is required.
2. Certification in General Legal/Process, as set out by the Ministry of Municipal Affairs and Housing and as per the Ontario Building Code is required.
3. Certification in a minimum of one (1) of the following, as set out by the Ministry of Municipal Affairs and Housing and as per the Ontario Building Code is required:
  - a. House
  - b. Plumbing - House
  - c. HVAC
  - d. Small Buildings
  - e. Onsite Sewage Systems
4. Possession of more than one (1) certification as outlined in #3 above is preferred.





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