

INTERNAL JOB OPPORTUNITY

POSITION: INSPECTOR		JOB POSTING #:	
DEPARTMENT:	Building	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543017
POSTING STATUS:		POSITION #:	
# OF POSITIONS:	1	GRADE/CLASS:	0.18
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$31.46 - \$36.99 per hour
DEADLINE DATE:		HOURS PER WEEK:	37.5

DUTIES:

Under the direction and supervision of the Manager of Inspections, is responsible for the performance of field inspections of both new and existing buildings; Liaises with property owners, contractors, engineers, architects, lawyers and other departments on matters related to construction activity and by-law enforcement; Produces legible, concise, complete and accurate reports; Maintains a record of field inspections; Enforces by-laws under the jurisdiction of the Building Department; Provides routine information to the public; Maintains excellent interpersonal relations with the public and fellow staff; Will be required to travel to off-site locations; Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Performs other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency plus (3) years of post-secondary education from a Community College or University in Architectural Technology, Civil Engineering Technology or Mechanical Engineering Technology;
- Must have successfully completed General Legal/Process or CBO legal Examination, administered by the Ministry of Municipal Affairs and Housing (pursuant to Section 15.11(3) of the Building Code Act) and completion of a minimum of two (2) technical qualifications exams as set out in Division C, Part 3, Table 3.5.2.1 of the Building Code.
- Must have over five (5) years of progressively responsible experience in building construction and a comprehensive knowledge of building design and construction;
- Must have experience and education in the design and installation of building, plumbing, heating, ventilation and air conditioning systems;
- Must have experience in a computerized office environment and be familiar with the Microsoft Office Suite of Products.
- Must be capable of reading and interpreting construction drawings.
- Must have comprehensive knowledge of the Ontario Building Code and other related standards.
- Must have effective oral and written communication skills in all mediums.
- Must hold and maintain a current, valid and lawful Class ‘G’ driver’s license in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver’s abstract as a condition of employment.
- Additional qualifications in technical categories administered by the Ministry of Municipal Affairs and Housing as set out in Division C, Part 3, Table 3.5.2.1 of the Building Code, will be considered an asset.
- Current Certificate of Qualification under the Apprenticeship and Tradesperson’s Qualifications Act as a sheet metal worker is an asset.
- O.A.C.E.T.T. Certification or A.A.T.O. Certification as an Engineering or Architectural Technician or Technologist is an asset.
- Membership with the Ontario Building Officials Association along with CBCO or BCQ designation will be considered an asset.
- May be required to lift up to 11 lbs.

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- Posting Period:**
- at 8:30 AM to at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING POSTING PERIOD**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach as resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
 - By faxing your Job Transfer Form and resume to the Human Resources Department
- Update:**
- By Human Resources on November 7, 2014

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.