

**POSITION: PLUMBING/H.V.A.C. INSPECTOR****JOB POSTING #:**

**DEPARTMENT:** Building  
**POSTING TYPE:** Corporate  
**POSTING STATUS:** Regular Full-Time  
**# OF POSITIONS:** 1  
**SHIFT WORK REQ'D:** No

**UNION:** 543  
**JOB CODE:** 543562  
**POSITION #:**  
**GRADE/CLASS:** 0.16  
**SALARY RANGE:** \$29.23 - \$34.38 per hour  
**HOURS OF WORK:** 37.5 hours per week

**DUTIES:**

Under the direction and supervision of the Manager of Inspections, is responsible for the performance of Plumbing/HVAC 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; produce legible, concise, complete, and accurate reports; maintain a record of field inspections; enforce by-laws under the jurisdiction of the Building Department; provide routine information to the public; maintain 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. Perform other related duties as assigned.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus a Province of Ontario Certificate of Qualification in the field of Plumbing and/or Sheet Metal Worker, or Ontario Ministry of Education equivalencies.
- 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 possess as a minimum the following categories of qualifications as set out in Division C, Part 3, Table 3.5.2.1 of the Building Code: Plumbing – House or HVAC – House.
- Must have over five (5) years of progressively responsible experience in building construction; a comprehensive knowledge of building design and construction.
- Must have experience and education in the design and installation of plumbing and/or heating, ventilation & air conditioning (HVAC) 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 licence 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.
- Qualifications in additional categories administered by the Ministry of Municipal Affairs and Housing other than those noted above, will be considered an asset.
- O.A.C.E.T.T. Certification or A.A.T.O. Certification as an Engineering or Architectural Technician or Technologist will be considered an asset.
- Membership with the Ontario Building Officials Association along with CBCO or BCQ designation will be considered an asset.

**POSTING SPECIFICS:**

- Posting Period:**
- **Friday, May 23, 2014 at 8:30 AM to Thursday, May 29, 2014 at 4:30 PM**
  - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE 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 a 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
- Updated:**
- By Human Resources on April 30, 2014