



City of Brandon Job Description			
Job Title:	Plumbing/Building Inspector		
Division:	Development Services Division		
Department:	Planning & Building Safety		
Section:	Building	Affiliation:	CUPE
Reports To:	Building Safety Manager	Status:	Permanent
Job Class:	Building Inspector	Level Cap:	3

### **PURPOSE OF POSITION**

To perform skilled plumbing inspection work enforcing compliance with building by-laws, codes, standards and regulations and by-laws pertaining to building safety and property standards. The incumbent examines plans and specifications for all buildings to ensure compliance with applicable codes, standards and regulations.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

- Inspects and reports on all buildings being erected, repaired and altered to ensure compliance with the building by-laws, codes, standards and regulations;
- Inspects and reports and takes appropriate action on any work being done without the necessary permits;
- Inspects, reports and has corrected any hazardous or unacceptable conditions involving all buildings;
- Inspects designated buildings with respect to approval or rejection of Certificates of Occupancy or Occupancy Permits;
- Prepares written reports, makes sketches, prepares correspondence and prosecution data on inspections carried out and makes court appearances as necessary;
- Examines drawings and specifications to ensure compliance with the code;
- Performs plumbing inspections when required;
- Recommends and participates in changes to building by-laws, codes, standards and regulations;
- Maintains liaison with the Health authorities, Fire Department, Fire Commissioner, Department of labour, and others, as may be required on various projects;
- Perform related duties compatible with the position title as may be assigned by the Building Safety Manager from time to time; and
- May be required to provide a private vehicle.
- Perform other duties as assigned.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

## **POSITION QUALIFICATIONS**

### **SKILLS**

- Proficient use of computer equipment, operating systems, word processing and database software as required in the position;
- Information gathering skills used in knowing how to find and identify essential information and be able to make timely decisions based upon operating procedures.

### **KNOWLEDGE**

- Knowledge of plumbing and mechanical systems and a basic knowledge of building materials and methods of construction ;
- Knowledge of building and related by-laws, codes, standards and regulations;
- Knowledge of occupational hazards and safety precautions associated with a variety of work activities.

### **ABILITIES**

- Demonstrated ability to read building plans and specifications, prepare legible, concise and accurate reports, correspondence and sketches;
- Ability to interpret by-laws and convey this information to others associated with the work;
- Willingness to participate in training and self development programs;

### **MANDATORY QUALIFICATIONS & EXPERIENCE**

- Grade 12, G.E.D., or Mature High School Diploma;
- A certified Journeyperson carpenter or plumber with a good cross-section of experience in various phases of building construction, or a certified engineering technician/technologist who has completed courses related to the design and construction of buildings;
- A minimum of two years' experience as a supervisor of building construction projects;
- Valid Class 5 Province of Manitoba driver's licence;
- Any other training that is deemed necessary in order to fulfill the duties of the Building Inspector.

### **PREFERRED QUALIFICATIONS & EXPERIENCE**

- An equivalent combination of experience and education shall be considered.
- Access to a personal vehicle.

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

## **WORK CONDITIONS**

### **PHYSICAL CONDITIONS**

The duties of the Building Inspector are carried out in a various facilities located throughout the City.

- Stands, walks, climbs, or other movements necessary to attend and demonstrate skills in the work environments of the Division (daily);
- Required to operate a motor vehicle (daily);
- Sits at a desk using keyboard and office equipment (occasionally);
- Work is performed outdoors in all weather conditions and in facilities of all types of construction.

### **PSYCHOLOGICAL/STRESS CONDITIONS**

The Building Inspector's work load and environment may affect employee emotional or stress levels. (occasionally)

- Interruptions and requests in multiple areas (daily);
- Participate in group decision making and projects (occasionally).

### **WORK CONDITIONS**

The Building Inspector works in a team environment.

- Work in a shared and consultative manner with other employees (daily);
- Self motivated and quality driven to perform independent projects and facilitate team goals (daily);
- Necessary to travel throughout the City in all types of weather conditions (daily);
- Responsible to the Building Safety Manager.

NOTE: The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Department Head:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_