



POSITION VACANCY

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| Call Number: | 2023 - 09 |
| Position: | Senior Mechanical Building Inspector |
| Type of Vacancy: | Permanent |
| Work Schedule (hours & days): | 8:30 am to 4:30 pm, Monday to Friday (35 hour work week) |
| Location: | City Hall, 4310 Queen Street, Niagara Falls |
| 2022 Hourly Rate: (Under Review) | \$47.00 \$50.00 (after 200 working days) |
| Date Posted: | January 16, 2023 |
| Closing Date: | February 3, 2023 at 4:00 p.m. |

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:00 p.m. on **Friday, February 3, 2023**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION
Planning, Building and Development

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Senior Mechanical Building Inspector

DIVISION: Building Services

RESPONSIBLE TO: Manager Building Services

POSITION SUMMARY: Provide inspections of HVAC, plumbing, and life safety systems for issued permits. Acts as an appointed building inspector as defined under the Building Code Act (BCA) and conduct inspections for the enforcement of the Ontario Building Code Reg. as amended.

EQUIPMENT AND TOOLS USED: General office equipment and computer applications.

WORKING CONDITIONS: Standard office environment 30%
Outdoors 70%

RESPONSIBLE FOR:

1. Responsible to conduct inspections, for all mechanical systems such as HVAC systems, plumbing systems, and ventilation for commercial cooking operations as regulated in the Ontario Building Code, and ASHRAE, CSA Standards, and for all life safety systems such as sprinkler system, fire alarm, standpipe, fire suppression systems as regulated in the Ontario Building Code, and NFPA Standards for permits related to: new construction, renovations, material alteration, repair, demolition, and/or change of use of buildings.
2. Assist the Senior Plan Examiner in the Issuance of status letters.
3. Assist in the review of proposed alternative solutions and prepare recommendation report to the CBO.
4. May be required to attend pre-consultation meetings as it relates to mechanical and life safety systems.
5. Respond to public at the counter, by phone or email for enquiries pertaining to the technical requirements for buildings as it relates to mechanical systems and life safety systems.

6. Verify that the on-site documentation, materials, method of construction and conditions satisfy the design specifications, meet approved standards and are in compliance with the Ontario Building Code.
7. Prepare detailed, accurate inspection reports, and generate deficiency lists for the applicant, consultant or contractor, and review consultants' field reports for accuracy and completeness and to be filed with the Building Clerk.
8. Prepare and issue Orders in accordance with the Ontario Building Code Act, and monitor outstanding Orders to ensure timely enforcement within the statute of limitation period regarding mechanical systems.
9. Appear and give evidence at pre-trial proceedings such as mediation and discoveries, and appear before tribunals such as the Building Code Commission.
10. Prepare reports, briefs, court information or evidence as well as act as a witness in court under the Provincial Offences Act. Collect evidence, swear information, lay charges, prepare court files, coordinate and assist in prosecution of charges, attend court when necessary to give evidence under oath.
11. Maintain records, comprehensive notes of all complaints, investigations and enforcement activities in records management system, and prepare reports regarding Building Code enforcement/inspections matters.
12. Liaison with municipal departments, outside government bodies, enforcement agencies, consultants, general contractors and the general public in relation to enforcement issues.

POSITION REQUIREMENTS:

Minimum is a three (3) year college diploma in Architectural, Mechanical, Construction Engineering Technology or related field.

Successfully completed the Ministry of Municipal Affairs and Housing courses:

1. General Legal/Process for Inspectors
2. Small Buildings
3. Plumbing - All Buildings
4. Fire Protection
5. Building Services
6. Detection, Lighting and Power

Successfully completed within one year the Ministry of Municipal Affairs and Housing courses:

1. Large Buildings
2. Complex Buildings,

Successfully completed within one year certificate in:

- Fire Sprinkler Design,
- Installation of Fire Alarm Systems,
- Certified Building Code Official (CBCO) from the Ontario Building Officials Association.

Certified Engineering Technologist or Professional Engineer is an asset.

At least five (5) years of experience in inspections of mechanical, fire protection or life safety systems compliance for multi-residential, assembly, institutional, commercial, industrial, accessory buildings, designated structures, farm buildings.

Strong knowledge of Standards such as: NFPA 13, 13R, 14, 80, 92A, 96, ULC S524, ULC Listed assemblies, CSA, HRAI, ASHRAE, Model National Energy Code of Canada for Buildings, ability to review and interpret the output reports of EnerGuide, eQuest and MNECB software and the CSA -F280 supplemental tools.

Proficiency in reading and interpretation of drawings, specifications and other technical documentation. Working knowledge of applicable law and City View software. Strong oral and written communication skills

Ability to interpret the various Acts, including but not limited to the Provincial Offences Act, Municipal Act, ability to interpret the Rules of Evidence with the Ontario Court of Justice, Summons' issuance and courtroom procedure(s)

Revised: January 16, 2023