



A Natural Attraction

Career Profile Application Form

Building Inspector Planning and Development Services

A resume and application must be submitted by email and will be accepted **until 4:30pm on October 24, 2018** to hr@quintewest.ca.

Please Print:

Name:	(First Name or name known by followed by last name)		
Address:	911 Street Address:		
	Apartment/Unit#:	PO Box:	Rural Route:
	City/ Town:		Postal Code:
Telephone:	Home:	Cell:	
	Work :		
Email Address:			

Thank you for your interest in this posting. Please read the following information to assist you with completing this document:

- You will be required to submit a **resume and application** in order to be considered for this position. You also need to include detailed information regarding your related experience.
- Please include your **resume** along with this application. Failure to submit your **resume** will forfeit your opportunity to apply for this position.
- In the information boxes provided under the questions below, you will list the top three positions (including years in each position), job titles, and details of your work experience/skills. Failure to complete will forfeit your opportunity to apply for this position.

Education/Specialized Training/Skills:

This position requires a minimum of a three (3) year college Diploma in Architecture, Engineering Technology, Building Sciences or a related field. Do you have this?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> In Progress	
Please indicate the extent of your educational experience:			
<input type="checkbox"/> High School Diploma	<input type="checkbox"/> Certificate	<input type="checkbox"/> Diploma	<input type="checkbox"/> Degree
<input type="checkbox"/> Masters	<input type="checkbox"/> PhD	<input type="checkbox"/> Other: Please specify:	<input type="checkbox"/> None of the above

Certified Building Code Official designation. Do you hold this designation?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> In Progress	
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Certification and registration in the following provincial categories of qualifications. Are you both certified and registered in the following:

House	<input type="checkbox"/> Yes <input type="checkbox"/> No	Small Buildings	<input type="checkbox"/> Yes <input type="checkbox"/> No
Large Buildings	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complex Buildings	<input type="checkbox"/> Yes <input type="checkbox"/> No
Building Structural	<input type="checkbox"/> Yes <input type="checkbox"/> No	HVAC – House	<input type="checkbox"/> Yes <input type="checkbox"/> No
Building – Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	Plumbing – House	<input type="checkbox"/> Yes <input type="checkbox"/> No
Plumbing – All Buildings	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Protection	<input type="checkbox"/> Yes <input type="checkbox"/> No
Legal – General	<input type="checkbox"/> Yes <input type="checkbox"/> No	On-Site Septic	<input type="checkbox"/> Yes <input type="checkbox"/> No

Knowledge/Skill	Willing	Able	Experienced
Thorough knowledge of the Ontario Building Code Act, the Ontario Building Code and referenced standards, Provincial Offences Act and related legislation.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Qualification maintenance as required by Ontario Building Code Act and the Ontario Building Code.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training in Ontario Municipal Law Enforcement and Ontario Property Standards.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ability to conduct investigative inquires under potentially sensitive situations.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Effective communication skills, both verbal and written, and strong personal organizational capabilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Thorough knowledge of construction materials and techniques.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Experience:

A minimum of five (5) years related experience is required. Do you have 5 years of related experience?
 Yes No

Equivalency Statement:

Please indicate the amount of time you have spent doing work related to that expected in the role you are applying.

Number of Years:	Number of Months:	Job Title(s):	Employer(s):
<input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time	<input type="checkbox"/> Coop/Placement	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Other - Please specify:			

Licence Requirement:

A valid Driver's Licence would is required for this position. Do you currently have a valid Licence?

Yes No

Indicate the valid licence(s) held:

<input type="checkbox"/> G	<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> Z	<input type="checkbox"/> Other: Please Specify:
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Duties and Responsibilities:

This job requires the following. Are you willing and able to perform the following duties?

Duty	Willing	Able	Experienced
Be responsible for receiving, reviewing and recommending for approval, building, demolition, on-site septic, sign and plumbing permits ensuring compliance with applicable law.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Participate as required regarding consultation with architects, engineers and property owners contractors regarding proposed development in the municipality.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conduct field inspections to ensure that all permits comply with the Ontario Building Code and Ontario Building Code Act.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prepare detailed inspection reports on each project.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assist the Chief Building Official with the preparation and submission of reports to the Federal, Provincial and Municipal Governments on permit and By-law activity to enable all levels of government to monitor development activity.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assist the Chief Building Official with the preparation and submission of reports to the Planning and other City departments on the suitability of proposed building site to support development, including on-site septic systems.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assist with maintaining records and files relative to the Building, Plumbing, On-site Septic and Cross Connection and Back Flow Prevention and Property Standards functions.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintain continuous visual checks for unauthorized work; illegal infractions against By-laws and contravention to regulations and report on the same.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prepare correspondence and carry out inspections for dealing with infractions against Ontario Building Code and Ontario Building Code Act, the Property Standards By-law, Sign By-law, Cross Connection and Back Flow Prevention By-law and take corrective action in accordance with the	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Code and By-laws as required.			
Assist with the preparation of evidence for court cases and act as a witness as required, particularly, act as a key witness on behalf of the City in court cases involving interpretation of Ontario Building Code and Ontario Building Code Act, Property Standards By-law, Sign By-law, Cross Connection and Back Flow Prevention By-law.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conduct field inspections to ensure compliance with site plan and subdivision agreements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Decision Making:

Duty	Willing	Able	Experienced
Decisions pertain to recommending approval or rejection of building, plumbing, sign, on-site septic and/or demolition permits to the Chief Building Official and/or the Senior Building Inspector.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
On site approval or rejection of construction based on the Ontario Building Code Act and the Ontario Building Code and referenced standards, with complex or questionable situations referred to the Chief Building Official.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Work Environment:

Work in an office environment on an occasional basis. Are you willing/able to work in an office environment on an occasional basis?

Yes No

This position requires the incumbent to work at various sites throughout Quinte West. Are you willing/able to work at the various locations?

Willing Not Willing Able Not Able

Physical/Cognitive/Safety Requirements:

This job requires the following:

- Ability to climb ladders and stairs.
- Ability to walk on uneven ground.
- Periods of sitting in an office environment with attention to detail.

Are you willing/able to work within these requirements?

Willing

Not Willing

Able

Not Able

Related Employment:

- Please describe in detail in the information boxes below, your top three (3) positions where you gained work experience **related** to the role you are applying for.
- Include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience as it relates to the requirements based on this question and the job posting).
- If you missed including details for a given question you will not receive recognition for where have not provided an answer.

Employer:	Job Title (include employment dates):	Related Experience:

Language:

This position requires the candidate to speak, read, write and understand the English language.

Are you willing/able to speak, read, write and understand the English language?

- Speak Yes No
Read Yes No
Write Yes No
Understand Yes No

Although not required, it would be an asset to this position if the candidate was able to speak, read, write and understand the French language.

Are you able to understand and willing to communicate using the French language as follows?

- Speak Yes No
Read Yes No

Write Yes No

Understand Yes No

Acknowledgement of Duties, Responsibilities and Other Requirements:

I acknowledge that I am aware of and in agreement to the duties, responsibilities and other job requirements as outlined above. I understand that the position is expected to be professional and take pride in their work. I understand that the duties listed above are not to be construed as all inclusive

Yes

Employment Status:

Are you currently, or have you previously been employed by the City of Quinte West?

Yes, I am currently employed by the City of Quinte West.

I have previously been employed by the City of Quinte West.

No, I have not previously been employed by the City of Quinte West.

Requirements Upon Hire:

To be eligible to work in this position you must meet and fulfil the following criteria prior to the position start date:

Must be legally entitled to work in Canada. Are you legally entitled to work in Canada?

Yes No

New employees will be required to complete pre-employment medical based on the physical and/or cognitive demands required for a position?

Yes No

Because of the environment this position will be working in, should an offer be extended, prior to the first day on the job, candidates over 18 years will be required to consent to completion of a Criminal Background Check with favourable results. I am aware that successful candidates will be required to complete a criminal background check with favourable results prior to commencement of employment.

Yes No

Have you ever been convicted of a crime for which a pardon was not granted?

Yes No

Must be in possession of and present a Social Insurance Number at time of hire.

Yes No

New employees will be required to complete Health & Safety and other mandatory training on or before their first day of employment, and that other training (including Health & Safety policies) and job specific training will also be required?

Yes No

Please submit only this application form. Do not include copies of transcripts, licences, certificates, vulnerable sector checks, criminal background checks, Social Insurance Numbers, references, etc.

Yes, I understand that I am only to submit this application at this time.

Where did you first become aware of this job opening?

The City of Quinte West website at www.quintewest.ca

Through our job subscription (signed up for notification when a job was posted)

- Through <https://www.facebook.com/>
- Through Twitter: <https://twitter.com/>
- Through www.indeed.ca
- Through <http://www.buildrightontario.com/cgi-bin/jobad/>
- Through a newspaper ad. If yes, which one?
- Through a referral? If yes, who:
- Through another source? If yes, where/who:

Disclaimer:

I am aware that Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

Yes

I am aware that, in accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. I am aware that I am to call 613-392-2841 (x4515) or email the above if I require an accommodation to ensure participation in the recruitment and selection process.

Yes

Certification of Application:

I certify that the information contained in this application is true and complete to my knowledge. I understand that a false statement may disqualify me from my employment or cause my dismissal.

Yes

Completed by: (block letters):

Signature

Date completed: