

**Job Class Profile:            Technical Inspector I****Pay Level:                            CG-33                            Point Band:                            718-741**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	3	5	4	5	4	1	4	
Points	233	83	19	24	120	108	83	21	43	734

**JOB SUMMARY**

The Technical Inspector I registers applications for Building Accessibility and Fire & Life Safety reviews for a specific region of the province. Reviews documents for compliance with Building Accessibility regulations; inspects projects for compliance; and enforces regulations. Performs annual fire and life safety inspections on personal care, nursing and long-term care homes, alternate family, day and child care facilities.

**Key and Periodic Activities**

- Reviews Building Accessibility applications for compliance with provincial legislation by liaising with municipal officials, checking application documents for completeness, calculating fees, reviewing documents, noting deficiencies, notifying clients of deficiencies and registering project.
- Inspects registered projects for compliance with application by traveling to project location, conducting progress or final inspection, issuing Inspector's Order accepting project or ordering corrections within specified time, re-inspecting project, verifying compliance and distributing Inspector's Orders.
- Maintains a Plan Review register by developing spreadsheet, processing, collating and distributing documents.
- Conducts Protected Roads and off-site Promotional Highway Sign reviews by processing documents, communicating with client if application non-compliant, issuing permits and inspecting location of proposed development and enforcing regulations.
- Performs annual fire & life safety inspections on personal care, nursing, long term care homes and daycare facilities.
- Attends workshops and seminars for continued professional development.

**SKILL****Knowledge****General and Specific Knowledge:**

- Applicable Acts and Regulations.
- Knowledge of National Building and Fire Codes
- Knowledge of Occupational Health & Safety Policies.

**Formal Education and/or Certification(s):**

- Minimum: 3 Year Engineering Technology Diploma or Journeyman Certificate in

applicable trade.

**Years of Experience:**

— Minimum: 3 - 4 years.

**Competencies:**

Ability to apply established techniques to perform inspections; co-ordinate related work activities; provide advice to clients on various provincial regulations, conduct analysis or assessment; and written/verbal communication skills.

**Interpersonal Skills**

- A range of interpersonal skills such as listening, asking questions, providing routine and specialized information, is required when dealing with clients regarding inspection activities and non-compliance issues. Also conducts interviews, instructs, makes formal presentations, deals with upset or angry people and resolves disputes (particularly when dealing with code violations).
- Most significant contacts are Manager of Operations (source of current and historical information, policies and procedures); Regional Support Supervisor (source of information for policies and procedures relating to protected roads and highway signs regulations); and Design Approval Technician (source of information for policies and procedures on building accessibility inspections and care facility inspections).

**EFFORT**

**Physical Effort**

- The demands of the job occasionally result in considerable fatigue, requiring periods of rest.
- Activities performed occasionally involve working in awkward or cramped positions and require ability to maintain physical balance.
- As travel is required throughout the province, driving is a regular requirement.
- Fine finger/precision work to compile reports and input information in database is also a regular occurrence.

**Concentration**

- **Visual** concentration and alertness is exercised on a regular basis when reviewing applications, conducting inspections and driving.
- **Auditory** concentration is required when involved in meetings and other discussions.
- **Higher than normal level of attentiveness/alertness** is required on a regular basis when ensuring accessibility and fire codes are being adhered to.
- **Time pressures and deadlines** are experienced when generally dealing with applications. **Lack of control over work pace** is a regular occurrence when waiting on referrals from other departments to complete work.
- Using a computer and driving requires **eye/hand co-ordination**.
- **Exact results and precision** are required when measuring floor areas for occupancy loads and ensuring premises are in compliance with applicable accessibility and fire codes.

**Complexity**

- Tasks and activities are typically different but related, allowing the use of similar skills and

- knowledge. There is a requirement to keep abreast of changes to various codes and regulations.
- Typical challenges encountered relate to dealing with clients/public on issues ranging from failure to comply with building accessibility details; building on a protected road without a permit; and installation of illegal commercial highway signs. Inspectors are required to assess these situations and provide solutions to resolve.
  - Work is generally performed within defined and standard work processes. Challenges/problems/issues can be addressed by following procedures and guidelines, however, some challenges/problems/issues must be defined and practical solutions found.
  - Reference material available includes construction drawings and specifications; National Codes; OHS Act & Regulations; policies, procedures and guidelines, and other staff.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled.
- Can issue permits for protected roads development and off-site promotional highway signs and issue Inspector's Order accepting project or ordering corrections within specified time lines.
- Policy or process changes, initiation of legal action and correspondence dealing with confrontational situations must be approved by supervisor.
- Acts independently and must exercise discretion and judgement when interpreting directions, applying guidelines and dealing with code violations.

### Impact

- Impacts are felt internally within the immediate work area and department as well as externally with clients and general public.
- Resources impacted include facilities, information, health & safety and corporate image. Ensuring proper accessibility is done in accordance with National Codes and Standards is essential.
- The consequences of a mistake or error can have a significant impact on the above noted people and resources. If a code violation is not identified then it could place clients/patients and the general public's health and safety at risk. Mistakes or errors can affect the quality of the building and could affect the overall construction schedule.

### Development and Leadership of Others

- Not responsible for the supervision of staff.
- May provide common advice and guidance to staff.

## WORKING CONDITIONS

### Environmental Working Conditions

- Safety precautions may be required when visiting sites and conducting inspections.
- There is limited likelihood for minor cuts, bruises, abrasions, with moderate likelihood of fractures or injury or occupational illness resulting in disability given that all health and safety regulations are followed.
- As travel is a requirement, driving occurs on a regular basis.

- During inspections, there is regular exposure to wet or slippery surfaces and glare and occasional exposure to unusual/distracting noise, dirt, dust, fumes, limited ventilation, lighting, vibration, hazardous chemicals, odours, awkward or confining workspaces, temperature extremes and adverse weather conditions.