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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | BUILDING AND ENVIRONMENT INSPECTOR | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of building and environment inspector consists of conducting inspections of buildings or land to verify compliance with various municipal laws and regulations related to construction and environment. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A bachelor’s degree or equivalent; * Ability to give full attention to what other people are saying and to use logic and reason to identify the strengths and weaknesses of alternative solutions; * Ability to adjust actions *in re*lation to others’ actions and to manage one’s own time and the time of others. | | | | |
| COMPETENCIES: | | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction. * Integrity — Job requires being honest and ethical. * Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations. | | | | |
| TASKS: | | * Assist the whole urban planning department on various issues in environment and development; * Compile and classify environmental and planning information * Direct the necessary inspections to ensure compliance of authorised work; * Determine violations and issuing required notices and violation tickets; * Inform residents about any matters relating to urban planning and environmental bylaws; * Manage and track urban planning and public works records; * Participate in technical committees; prepare reports and reviews; * Prepare criminal cases and represent the city in court when required; * Prepare on request, proposals for amendments to regulations; * Require the offenders to make corrections in accordance with environmental laws and regulations. | | | | |
| LINES OF COMMUNICATION: | | Specify | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |