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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.
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| 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.
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| 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.
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| 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: |  |  |  |