

Plan Building Inspector City of London



London
CANADA

Position Profile and Candidate Brief

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Introduction

I am delighted to present this Position Profile for **Plan Building Inspector**, prepared on behalf of the City of London.

I trust that this document will provide you with all necessary background information on the City of London, a position profile, and an outline of the search process we will be leading on behalf of the organization.

Please feel free to contact me if you require any additional information about the position or if you need clarification on any aspect of the search process. Further details about the City of London are available on the [City of London website](#).

On behalf of Legacy Partners and the City of London, I would like to thank you for your interest in this position. I can always assure you of my prompt and full attention.

Yours sincerely,



Kartik Kumar, Partner

Legacy Executive Search Partners

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City of London Overview



The City of London, which is proudly known as the Forest City, is home to over 450,000 residents. Located midway between [Windsor](#) and [Toronto](#), London is at the heart of southwestern Ontario. As the sixth-largest city in Ontario and Canada's 10th largest city, it serves as a regional hub for surrounding communities. It is a hub for higher education, medical research, manufacturing, and technology. London is

rich in heritage, arts, cultural spaces, and natural beauty. Whether you enjoy walking in beautiful parks or along the banks of the Thames River, or you prefer to visit one of our local museums or catch a world-class performance, London offers all the amenities found in much larger cities.

Living in the City of London

Located midway between [Windsor](#) and [Toronto](#), London is in the heart of southwestern Ontario. As the sixth-largest city in Ontario and Canada's 10th largest city, it serves as a regional hub for surrounding communities. The city offers affordable housing, excellent education and health care facilities, culture, and beautiful parks. It's also known as the Forest City because of the natural beauty, trees, and green space that you'll find. If you are looking for the urban lifestyle of a big city or the appeal and security of a mid-size community, London is a great place to live, raise a family, and enjoy life.

Schools

London offers high-quality schools to meet your needs and the needs of your family. From primary to post-secondary education, you can find schools that provide a superior experience.

The city has two English and two French language school boards.

English Language School Boards:

[London District Catholic School Board](#)

[Thames Valley District School Board](#)

French Language School Boards:

[Conseil scolaire catholique Providence](#)

[Conseil scolaire Viamonde](#)

London is home to two post-secondary schools: Western University and Fanshawe College.

[Western University](#) is ranked among the top 1% of higher education institutions in the world.

[Fanshawe College](#) is one of Ontario's largest colleges and offers more than 200 degrees, diplomas, certificates, and apprenticeship programs to over 43,000 students.

Healthcare

London has a robust healthcare network made up of two expert institutions: St. Joseph's Hospital and the London Health Sciences Centre (LHSC). LHSC includes University Hospital, Victoria Hospital, and Children's Hospital and also encompasses several medical centres and research institutes.

More than 20 medical walk-in clinics supply health care on a drop-in basis. There are also [three hospital emergency rooms](#) and one [urgent care centre](#) in London. You can also visit the [Middlesex-London Health Unit](#) for health-related information.

Recreation in the City of London



London has a lot to offer. Whether you are into sports, nature, music, or cultural events, there is something for the entire family to enjoy. For example, Victoria Park in the downtown core hosts a variety of cultural festivals. You can check out the farmers market at Western Fair District. You'll find families walking along the river or having a picnic in Springbank Park or enjoying the waterslides and go-karts at East Park. In the winter, you can enjoy the public skating rink and holiday lighting display. There is something for everyone.

Art, Culture, and Heritage

The Public Art Program facilitates the creation of public art in London, which bolsters civic pride, provides focal points for community celebration, creates meaningful employment for artists, and attracts tourism and investment. Through this program, the London Arts Council administers the City's [Public Art Policy](#) by evaluating public art sites, convening juries for artist selection, and overseeing installations.

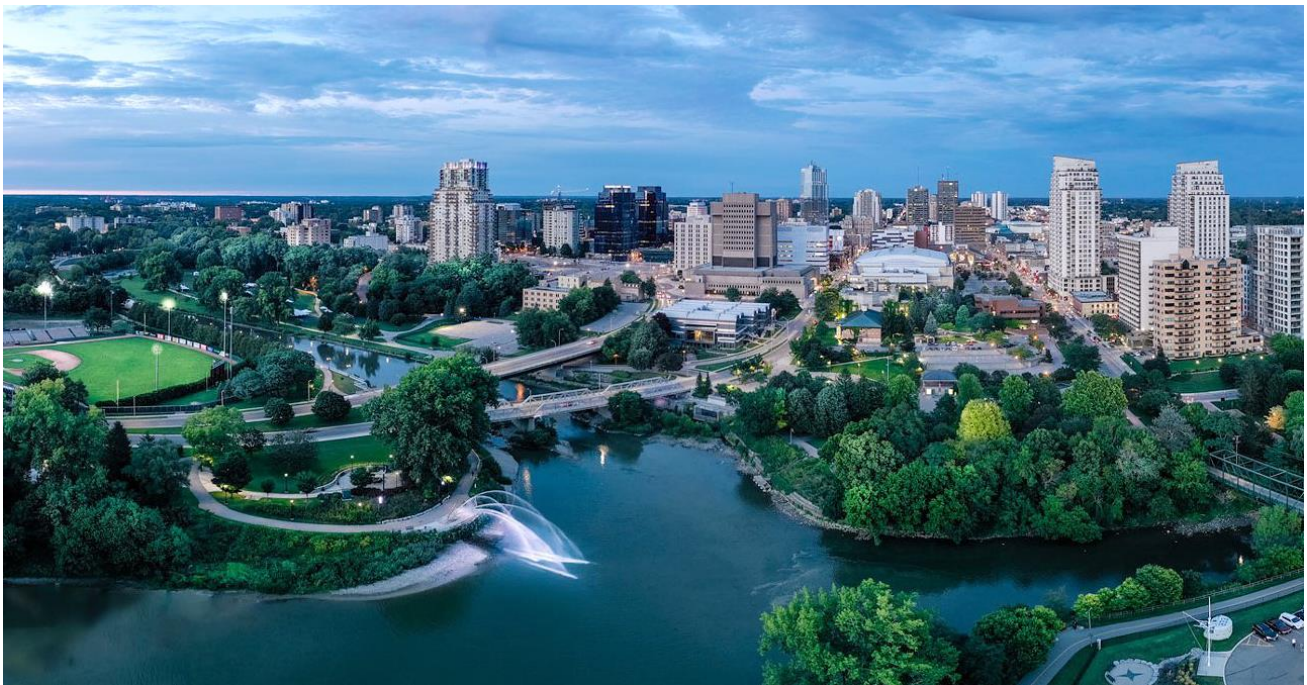
London has a vibrant culture enhanced by its museums, theatres, special events, and libraries. London's festivals contribute to its [tourism industry](#), and its economy brings together expertise in manufacturing, agriculture, and healthcare, with emerging sectors like robotics, digital creative, and financial technology. London has an international airport and nationally and internationally linked train and bus stations. It is known for the annual Western Fair and it hosts over 120 special events each year including festivals such as [Sunfest](#), [Ribfest](#), and [Home County Music & Art Festival](#).

London is also home to the London Knights of the Ontario Hockey League (OHL), London Lightning of the National Basketball League of Canada (NBL), and the Western Mustangs football team.

London is a vibrant, internationally recognized [UNESCO City of Music](#), the only in Canada! A hub for talent and live music, London is a landing pad for artists from around the world with award winning festivals, venues, events, and artists calling London their home. In 2021, London joined 295 existing member cities and 59 other Cities of Music in the [UNESCO Creative City Network](#) (UCCN) across 90 countries. In being part of the network, members have made a commitment to share best practices, develop partnerships that promote creativity and cultural industries, strengthen participation in cultural life, and integrate culture in urban development plans. Member cities also commit to leading the charge towards implementing the [2030 Agenda for Sustainable Development](#) at the local level.

Explore the Outdoors

The Forest City has many pathways and acres of rolling parkland, with more than 200 parks and areas to walk, jog, and cycle. And if you enjoy skiing, Boler Mountain is the place to be during the winter. As well, London is only a short drive to the beach in Grand Bend or Port Stanley.



Working at the City of London

At the City of London, we are dedicated to our work, our community, and each other. We work hard, we have fun, and we celebrate our successes. Let's grow together. The City of London is an equal opportunity employer. We encourage applications from all qualified individuals.

Our mission is to be a responsive and modern public-service partner that fosters change to build a better London for all. Our desire is to ensure London is a welcoming, inclusive, and safe community for everyone. We want the same for our employees. Through our [Equity and Inclusion Action Plan](#), we've developed steps to ensure our workforce is more representative of the community we serve and to foster an inclusive workplace. This is an exciting time to be part of the City of London, as our committed employees and residents are working collectively to end racism and oppression in our community and workplace.

In 2021, the City formed the [Anti-Racism and Anti-Oppression Division](#) with the mandate to create and sustain action-focused, positive, and lasting systemic change in the City of London so that race or membership in an equity-deserving group does not predict one's access to opportunities or ability to engage wholeheartedly in the London community. We will do this through relationship building, research, community engagement, best practices, education, critical self-reflection, and shared leadership.

We are committed to providing inclusive, barrier-free recruitment selection processes and work environments in accordance with the following:

- [Human Rights Code](#)
- [Accessibility for Ontarians with Disabilities Act](#)
- [Occupational Health and Safety Act](#)
- [Employment Standards Act](#)

The City of London 2023–2027 Strategic Plan

The [2023–2027 Strategic Plan for the City of London \(PDF\)](#) sets our direction for the future. It identifies City Council's vision, mission, values, and strategic areas of focus. It also identifies the outcomes, expected results, and strategies that Council will deliver on over the next four years.

Vision: London is a sustainable city within a thriving region, committed to culture and innovation, and providing a safe, affordable, welcoming, and healthy future for today and for the years to come.

Mission: Improving quality of life and building a strong and vibrant community through bold, proactive, and accountable City services.

Values:

- Inclusivity and respect
- Accountability and trust
- Compassion
- Teamwork and collaboration
- Commitment and drive
- Learning
- Financial stewardship

Strategic Areas of Focus:

- Reconciliation, Equity, Accessibility, and Inclusion
- Housing and Homelessness
- Economic Growth, Culture, and Prosperity
- Mobility and Transportation
- Wellbeing and Safety
- Climate Action and Sustainable Growth
- Safe London for Women, Girls, and Gender-Diverse and Trans People
- Well-Run City

Job Description

Duties & Responsibilities

Reports, as assigned, to a manager. Examines drawings, plans, specifications, and design data for all types of buildings and structures; inspects buildings and structures during construction to ensure that they conform to applicable Acts, Codes and laws; and inspects buildings for compliance to the Ontario Building Code and applicable standards.

Key Responsibilities

- Exercises powers and performs duties under the Act and Building Code for examination of all drawings, plans, specifications, and design data for all buildings and structures to ensure compliance with the Building Code Act, the Ontario Building Code, related municipal by-laws and other applicable laws.
- Exercises powers and performs duties under the Act and Building Code for inspection of construction at various stages to ensure compliance with the drawings, plans and specifications certified on behalf of the Chief Building Official, and to ensure that it is in general conformance with the Building Code Act, the Ontario Building Code and related municipal by-laws.
- Acts as a Property Standards Officer and conducts inspection of properties under the Property Standards By-law, Vital Services By-law and; issues property standards orders where necessary and recommends legal action; registers and discharges orders.
- Evaluates “alternate solutions” under the objective based provisions of the Building Code to ensure that they will perform as well as a design that would comply with the acceptable solutions in Division B of the Building Code.
- Exercises powers and performs duties in accordance with the standards established by the code of conduct as per section 7 of the Building Code Act.
- Inspects and issues the appropriate Building Code orders in a correct, clear and concise manner whenever contraventions are found and ensures that the contraventions are corrected to satisfy the provisions of the Ontario Building Code and related by-laws all in accordance with established procedures.
- Conducts title searches on the computerized system or at the Registry Office, Land Titles and Sheriff’s Office as required.
- Approves payments where appropriate to service providers under the Fees and Charges Bylaw and Development Charge Bylaw.
- Calculates fees for additional property standards inspections in accordance with the By-law.

- On a complaint or request basis, inspects buildings to determine the existence of any unsafe condition(s) as defined in the Building Code.
- May be required to inspect buildings to determine whether a building permit is required, or to determine how compliance with regulations can best be achieved.
- Answers verbal and written enquiries regarding various regulations, policies and procedures to architects, engineers, designers, constructors, and the public.
- Coordinates and ensures that other required approvals related to plan examination are obtained prior to the issuance of those permits for which the incumbent is responsible.
- Keeps manager informed of deviations from office policies requiring modifications.
- May be required to effectively present evidence in court in accordance with established procedures.
- On the approved plans, notes minor construction changes encountered in the field and signs off plans of larger buildings when completed.
- Updates status information on computerized permit database (AMANDA) in accordance with Building Division procedures.
- Calculates and ensures that the applicable development charges and permit fees are applied in accordance with the Development Charges By-law and the Building By-law respectively.
- Prepares correspondence to applicants using word processing software.
- Checks the estimated cost of construction and if necessary, adjusts same in accordance with the approved construction cost schedules for building permits.
- Reviews building plans to ensure that the appropriate information is submitted to allow the processing of permit applications.
- May operate a city vehicle with an appropriate valid license

The Ideal Candidate

Core Competencies

- Three-Year Community College Architectural Technology Diploma or equivalent.
- Minimum three years of building construction/design experience with a good working knowledge of the Ontario Building Code, in particular, Part 3.
- Must be qualified in the categories of: Small Buildings; Complex Buildings; Building Services; Building Structural; as defined under Div C – Part 3 of the Ontario Building Code.
- Must have successfully passed the Ministry of Municipal Affairs and Housing examination on General Legal/Process.
- Maintain qualifications as determined by the Ministry of Municipal Affairs and Housing.

The Timeline

I trust this Position Profile has enabled you to decide whether the position of City Manager at the City of London interests you. If you wish to be considered for the role, please email your cover letter and resume in PDF format to **Lorraine Atik** at Lorraine.atik@lesp.ca by **January 31st @ 11:59 pm**.

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the City of London are committed to equity, diversity, and inclusion and recognize that a diverse staff is essential to organizational excellence. Please visit [the City of London's Anti-Racism and Anti-Oppression Division](#) for more information on the City's commitments to this work. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with provincial legislation, accommodations will be provided by Legacy Partners and the organization throughout the recruitment, selection, and/or assessment process, upon request, to applicants with disabilities. If you would like to self-identify during the recruitment process, please fill out [the IISD's Voluntary Self-Identification Questionnaire](#) and submit it with your application.



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[Contact Us](#)

