



PERFORMANCE MANAGEMENT

Job Description	Job Title: Chief Building Official	Page # 1 of 7
Reports To: Manager of Planning and Development	Location: Township Office Department: Planning & Development	Salary: 7 Revision date: March 2022
Approval:	{} C.A.O. / Clerk {} Job Evaluation Committee {} Employee	

Position Summary:

Reporting to the Manager of Planning and Development, the Chief Building Official (CBO) is responsible for the general administration of building services for the Township which includes reviewing building applications for applicable law, making decisions on the issuances of building permits and performing inspections of buildings and structures, including septic systems in accordance with the requirements of the Ontario Building Code Act, the Ontario Building Code and ensuring compliance with applicable law under the Building Code and other applicable legislation. Furthermore, the CBO enforces applicable law and Township's by-laws, including but not limited to building violations, the Property Standards By-law, Noise By-law and the Zoning By-law as required and/or directed.

Education:

- Possess a Building Code Identification Number (BCIN) and have successfully completed, or in the process of completing, the following Ministry of Municipal Affairs and Housing (MMAH) examinations:
 - Power and Duties of CBO
 - House
 - Plumbing – House
 - On-site Sewage Systems
 - Small Building is an asset

Experience:

- Prior experience as a Chief Building Official or Building Inspector is an asset
- Minimum of two years' experience in a Municipal Building Department or similar setting with working knowledge of the Building Code Act, Ontario Building Code, and related legislation is an asset
- Knowledge of construction techniques and is required to carry out inspections and determine inadequacies relative to standards established in the Ontario Building Code.
- Strong communication skills (written, verbal and graphic) are required to advise the public and members of the building industry of interpretations of laws and regulations, and to provide assistance and direction on various options for compliance. Literacy skills must be adequate to compose reports, correspond with the public and other governmental agencies. Computer literacy is required.
- Knowledge of office management procedures is required to maintain easily accessible and useable records.
- Private use of vehicle – Must hold and maintain a valid 'G' Ontario driver's license and have immediate access to a reliable vehicle

Position Responsibilities:

1. Performs the responsibilities of the position within the Legislative and Regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the Township.
2. In accordance with statutory requirements, manages the enforcement of Provincial Statutes and regulations thereunder of the Ontario Building Code, the Building Code Act, Building By-law, Plumbing Code and Sewage Systems and all other applicable laws as they apply to buildings, structures and sewage systems.
3. As required issues stop work orders, orders to comply and notices of violation
4. Process building permit applications within the time frame required pursuant to applicable legislation. If Permit Application is refused, explain in writing to the applicant all of the reasons for refusal.
5. Ensures that all mandatory inspections required by the Ontario Building Code, documenting any deficiency in writing as they relate to permits issued or regulations violated.
6. Reviews the drawings and specifications submitted with applications. Ensures their compliance with Township records, zoning by-laws, any other applicable law, and the Ontario Building Code.
7. Writes inspection reports, maintains records and executes any required orders and notices and ensures that compliance is obtained.
8. Ensures the timely and appropriate response and subsequent action to all public and political enquires.
9. Compiles reports on department activity and for presentation to Township Council as directed.
10. Prepares and submits reports as required to other agencies, i.e. MPAC, StatsCan, New Home Warranty Program.
11. Enforces municipal by-laws as adopted by Council from time to time and prosecutes with due diligence all breaches of the said by-laws.
12. Investigates complaints to determine whether municipal by-laws are being contravened.

13. Answers questions pertaining to by-law matters and attempts to mediate citizen disputes.
14. Provides all information to the Manager of Planning and Development to determine if charges under a by-law is warranted.
15. Gathers evidence and prepares necessary documentation to lay a charge.
16. Works with the court to ensure proper filing of documents and follow through on court proceedings.
17. Keeps a detailed record of complaints and investigations including notes and photographs.
18. Assists in the creation and implementation of new by-laws and revisions to existing by-laws.
19. Prepares all applications to the courts for set fines.
20. Prepares and delivers a summons as required.
21. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-service meetings regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
22. Other duties as assigned from time to time by the.

Program / Service

- Provide administrative and clerical support, and advice and recommendations to the Manager of Planning and Development in the way of research and analysis and record keeping.
3. Human Resources
 - Assists the Manager of Planning and Development in research for policies and in policy interpretation as required. Continuously works to update policies.
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 4. Financial Resources
 - Calculates the building permit fees and ensures their collection.
 - Calculates and/or determines fines for violations.
 - Prepares annual budget estimates for manager.
 5. Material Resources
 - Ensures the safety, maintenance and management of all records through a records retention By-law.
 - Keeps files complete with all inspection reports and related documentation.
 6. Physical Skill and Effort

- Requires manual dexterity to operate computer and other office equipment as necessary.
- Requires adequate physical condition to safely conduct inspections on all parts of buildings and construction sites. Must possess sufficient personal mobility to permit independent visiting and inspections of sites where potential violations have occurred.

7. Decision Making and Judgement

- Work is performed under the general direction of the Manager of Planning and Development.

8. Judgement is exercised in:

- Interpreting the provisions of zoning by-laws, the building by-law and the Building Code Act as they apply to the use and occupancy of buildings and lands.
- Resolving disputes and dealing with situations where there has been a disregard of the regulations and/or applicable law.
- Determining which enforcement procedures will most expediently ensure compliance.
- Determining the adequacy of compliance alternatives under certain sections of the Ontario Building Code and the Building Code Act.
- Assessing by-law violations, conducting investigations, and producing reports as required.
- Ensuring that decisions regarding violations can be fully supported, and deciding when the Manager of Planning and Development should be contacted to provide further direction or guidance.
- Ensuring accuracy of record keeping and preparation of court documents.

8. Interpersonal Skills/Contracts

- Interpersonal skills to relate with members of Council and the public.
- Maintain positive working relationships with Employees, the Management Team, Council, and Committees

Internal:

- With all members of Council relative to meetings, etc.

External:

- With members of the public, developers, contractors, lawyers, etc., to provide information in response to written, counter or telephone enquiries, to obtain information relating to applications and by-laws.
- With the Township Solicitor to obtain advice regarding legal documents, deeds, agreements, by-laws, under the direction of the Manager of Planning and Development.
- With the court offices regarding legal proceedings.

9. Environment

- Works in an office environment but spends time carrying out site inspections. Encounters infrequent hazardous conditions within unsafe buildings, drives in various weather conditions and performs required office duties.
- Deals with the public and may be exposed to abusive language and threatening behaviour.

10. Working Conditions and Control over Work Schedule

- 35 hours per week
- Works in an office environment and on construction sites
- Physical Demands: walking, climbing ladders/stairs, bending/stooping/crouching
- May be exposed to hazards such as noises, heights, overhead construction, sharp objects, chemicals, odors, fumes, heavy equipment, trenches and excavations
- Manual dexterity required to operate computer
- Interacts with employees, management, members of the public, elected officials
- Required to work under strict deadlines
- Inspections outside of regular work hours may be required
- Travel within municipality required
- Works established office hours at the Municipal Office but frequently conducts inspections outside of established working hours.
- Will be required to respond to emergency situations on a regular basis on evenings, weekends and holidays.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

_____ **Date:** _____
Manager

_____ **Date:** _____
Employee

_____ **Date:** _____
C.A.O. / Clerk