



CHIEF BUILDING OFFICIAL JOB DESCRIPTION

Job Information

Title:	Chief Building Official
Department:	Building, By-Law Enforcement
Immediate Supervisor:	Treasurer / Administrator
Rate of Pay:	Per Staff Salary Grid
Hours of Work:	37.5 Hours per Week

Job Summary

The Chief Building Official (CBO) manages the Building/By-Law Department and is responsible for the effective and efficient delivery of its services, including building permit review/approval processes, and field building inspections pursuant to the *Ontario Building Code*. The CBO is also responsible for planning application inspections and may assist in other areas of the planning department as required. The CBO is responsible for enforcing Municipal by-laws, property standards complaints and other inspection services as required by changing legislation and regulations.

The CBO provides advice and technical guidance to the Treasurer/Administrator and Council regarding building, by-law enforcement and other departmental matters. The CBO assists with the development and update of the long-term asset management plan, prepares and monitors the department's annual budget, and ensures compliance with the policies and plans approved by Council as well as various legislation.

The Chief Building Official is an effective team member whose contributions assist in the achievement of organizational objectives and will work closely with other municipal departments to provide assistance and feedback to them as required.

Essential Duties and Responsibilities

Oversee the activities of the Building/By-Law Department including building permit review/approval processes, building inspections, aid in the planning applications/processes, by-law and property standards enforcement, and facility maintenance.

Administer and enforce the Ontario Building Code, Plumbing Code, Property Standards By-Law, and all other relevant By-Laws, Legislation and Acts.

Building

1. Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility.
2. Consultation with owners, designer, engineers, architects, government agencies, builders and interest

parties on matters related to the Building Code Act.

3. Perform plans examination for construction or alterations of buildings of residential, commercial, institutional and industrial to ensure compliance with all applicable codes.
4. Ensure building applications are complete; permits are issued and inspections completed within the prescribed timeframe as mandated by the *Building Code Act*; and building permit fees are charged correctly and collected.
5. Scheduling onsite visits with clients to inspect footings, foundations, framing, plumbing, mechanical systems, etc. to ensure compliance with appropriate codes and standards as well as the construction drawings submitted with the original application.
6. Issues correction notices and orders as required and take appropriate legal actions as set out in the Act.
7. Develop and implement procedures and programs for the building purposes.
8. Review and update the Municipal building by-law to keep up with changing regulations and building trends.
9. Maintains appropriate level of certification and training to perform the duties of the position.
10. Ensure compliance with and keep up to date on various legislation including the Building Code Act, Emergency Management and Civil Protection Act, Municipal Act, the Occupational Health and Safety Act, Planning Act, and Provincial Offences Act.
11. Investigate complaints regarding commercial and residential properties and building construction and code compliance.

Municipal Law Enforcement

1. Responsible for the enforcement of Municipal By-laws passed by Council.
2. Receive and investigate complaints in regards to Municipal By-law infractions.
3. Work with all parties to achieve compliance; Issues correction notices and orders as required, and take appropriate legal action as set out in Legislation.
4. Issues parking infraction notices, part one and part three summons as required to enforce municipal by-laws and take appropriate legal action.
5. Work with the Ontario Provincial Police on enforcement issues.
6. Maintains records of by-law enforcement activities, and completes related reports.
7. Review and update existing By-Laws as required.
8. Assist with animal control complaints as required
9. Maintain an appropriate level of certification and training to perform the duties of the position.

Facility Management/Maintenance

1. Ensure that all buildings in the Municipality of Temagami are constructed and maintained to the minimum standards of the Ontario Building Code.
2. Prepare departmental tenders, requests for proposals, and requests for quotations and award all works in accordance with the Municipality's procurement policy.
3. Ensure all contracts are being fulfilled and verify all works are completed as per the contracts.
4. Ensure that all municipal facilities adhere to health and safety standards and make arrangements for services as required.

Weed Inspector

1. Responsible for the enforcement of the Weed Control Act within the Municipality

2. Receive and investigate complaints in regards to noxious weeds.
3. Work with land owners to achieve compliance.
4. Issues notices and orders for the enforcement of the Weed Control Act and take appropriate legal action as set out in the Act.
5. Maintains records of Weed Inspection activities, and complete related reports.
6. Review and update existing By-Law to stay current with legislation.
7. Maintain an appropriate level of certification and training to perform the duties of the position.

General Managerial/Administrative Duties

1. Attend and participate in Council, committee and other meetings as required and provide advice and respond to questions as requested.
2. Prepare departmental reports, recommendation reports, issue reports, draft policies and by-laws for presentation to Council on a regular basis or as required by Council.
3. Responsible for long term planning for the department including the preparation of plans and implementation of plan recommendations (i.e. asset management plan).
4. Determine and prepare the Building/By-Law department draft budget (operating and capital). Provide additional information as may be requested by the Treasurer/Administrator or Council with respect to budget submission.
5. Review monthly financial reports and where necessary, take necessary corrective measures to remain within budget.
6. Ensure the security, integrity and completeness of all records related to infrastructure works and maintenance activities.
7. Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
8. Assist in achieving corporate excellence through information provision, problem solving and teamwork.

Peripheral Duties

1. Planning Department Field inspections and postings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Required Education / Work Experience

1. Minimum of a post-secondary education with an emphasis in construction or architecture;
2. Registered Building Official with the *Ministry of Municipal Affairs and Housing* (MMAH);
3. Successful completion of provincial qualifications as required under the Building Code Act and as administered by the *Ministry of Municipal Affairs and Housing* (MMAH);
4. Designation as a Certified Building Code Official (CBCO) as described in the Ontario Building Code Act, and a member in good standing with the Ontario Building Officials Association;
5. Minimum three years of directly related work experience in building, experience in by-law enforcement services will be considered an asset;
6. Experience in a municipal environment will be considered an asset.
7. A valid class G driver's license with a clean abstract, a valid Pleasure Craft Operator Card.

Skills and Abilities

1. Demonstrated strong leadership and organizational skills.
2. Excellent networking and interpersonal skills to interact with Council, Committees, senior government officials, management staff, and members of the public. These skills are required to represent the municipality and maintain its prestige and image as well as to provide direction and leadership within.
3. Excellent analytical, research, problem solving, decision making, and negotiation skills.
4. Excellent verbal, written and formal presentation skills.
5. Excellent knowledge of the *Building Code Act*, the *Occupational Health and Safety Act*, *Planning Act*, and *Provincial Offences Act*.
6. Ability to organize and prioritize work in order to meet deadlines.
7. Excellent skills in Microsoft Office including its word processing and spreadsheet applications.
8. Excellent computer skills with the capacity to promptly learn new computer software programs relevant to the proper management of the municipality.

Work Environment

1. Approximately 70% of the work is performed in an office setting and the remainder of the work is conducted outdoors.
2. The employee may be exposed to extreme weather conditions, works near moving mechanical parts, work in precarious places and may be exposed to airborne particles.
3. The employee must occasionally lift and/or move up to 75 pounds.
4. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

Work Schedule

1. Attend Council and Committee meetings as required, which may be convened outside of normal working hours.
2. Work schedule is typically Monday to Friday, 8:00 am – 4:30pm. The CBO will occasionally be required to work evenings and/or weekends depending on the organizational needs.
3. Travel outside of the community is occasionally required for the advancement of municipal business and/or workshops and conferences.

Other

The statements contained in this job description reflect general details necessary to describe the principal duties and responsibilities, the education and work experience, and the skills and abilities required. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned as well as work in other departments to cover absences, provide relief, equalize peak work periods, or balance workloads.