



POSITION TITLE: CHIEF BUILDING OFFICIAL

DEPARTMENT: Building

SALARY GROUP - 8

REPORTS TO: Administrator-Treasurer

POSITION TITLES:

- Chief Building Official
- Building Inspector
- Property Standards Officer
- By-Law Enforcement Officer
- Planning & Zoning Administrator

MAJOR TASKS AND RESPONSIBILITIES:

CHIEF BUILDING OFFICIAL

- Enforcement of standards related to construction and maintenance of new and existing buildings for new construction, alterations, additions, renovations and demolition in accordance with Provincial Regulations and Municipal by-laws.
- Advises Council on the development of regulatory by-laws within the area of jurisdiction and on the application of the Ontario Building Code and other legislation that will affect property safety standards: prepares regulatory by-laws.
- Maintains liaison with Provincial agencies regarding changes in legislation and practices.
- Communicates with architects, engineers, consultants, contractors, builders and the general public to provide information pertaining to relevant legislation and by-laws; ensures that interpretations of policy, procedures and practices are clearly understood.
- Deals directly with the public and property owners to address compliance of the Building Code and by-laws.
- Responds to complaints; interprets by-laws and provincial regulations and explains the intent and content of enforcement provisions; offers alternatives where possible.
- Performs statutory role of Chief Building Official and Building Inspector for inspection and enforcement functions under the Ontario Building Code.
 - Ensures Compliance of the Building Code Act and Ontario Building Code:
 - Process and reviews building permit applications
 - Conducts plans review for the issuance of building permits
 - Conducts regular inspections and checks building plans to comply with Ontario Building Code by completing required onsite inspections
 - Provides technical guidance and supports code/by-law interpretation on site when required.
 - Issues Stop Work Orders, Orders to Comply, Unsafe Notices and Property Standards Orders and Notices.
- Responsible for the issuance of all permits related to codes and by-laws and for the collection of fees.
- Follows through on unsolved inspections and enforcement issues, providing advice to Council regarding Court action as prescribed in the legislation by-laws. Liaises with Municipal Solicitor and ADMINISTRATOR regarding legal action, and attends court, as required.
- Corresponds and files reports to various departments and Ministries prior to issuing permit.
- Oversees the preparation of month end reports for Council, Statistics Canada, Central Mortgage and Housing Corporation, etc.

BY-LAW ENFORCEMENT OFFICER

- Prepares public notices to educate the public on existence, content and intent of the by-laws.
- Follows up on public complaints of alleged violations.
- Sets priorities and schedules for patrolling and troubleshooting throughout the Municipality where possible.
- Warns citizens of potential non compliance of by-laws to encourage self-compliance through persuasion and public information.
- Regularly patrols the Municipality to identify non-compliance issues.
- Responds quickly to complaints made by citizens, investigates alleged infractions and performs necessary follow-up and reporting procedure – reports facts to Council, when necessary for policy decisions.
- Co-operates with the Municipality's Solicitor and Court personnel in the preparation of prosecutions; appears as a witness in court action to present facts regarding alleged infractions.
- Manages the Municipal Animal Control Service.

PLANNING AND ZONING ADMINISTRATOR

Administers and oversees the compliance provisions of the Zoning By-law policies. Liaison with the Bruce County Planning department.

- Reviews building site plans for compliance with the zoning By-law, subdivision and other agreements.
- Provides information and assistance to the public on building and zoning change applications.
- Maintains effective liaison with builders, contractors, developers, consultants and the public.
- Assists in establishment and creation of site plan control agreements
- Pursues all zoning infractions within the legislation.

SUB DIVISION AGREEMENT & SITE PLAN CONTROL

- Works with developers during the subdivision and site plan process to obtain add ons for the community. Participates in the development of Sub Division agreements in collaboration with the CAO and Clerk and enforces the related departmental provisions of these agreements.
- Oversees the development of Site Plan agreements in conjunction with the Clerk, monitors the completion of these agreements, and issues final completion.
- Secures, monitors and releases financial securities for Site Plan Agreements and collection of fees.
- Collaborates with representatives of the Treasury department to update the asset management database with respect to assets through new developments.

PUBLIC RELATIONS/CUSTOMER SERVICE

- Educates, informs and updates elected officials, municipal staff, members of the public and other interested parties on the building code amendments and other legislative amendments.
- Liaises with the County Planning Department, Conservation Authorities, Public Works, Fire Department, Contractors, Designers, Engineers and Architects as required in the implementation of duties.
- Investigates problems and answers complaints and non-compliance for legislation related to permit applications.
- Demonstrates a strong public service orientation.
- Responds promptly to public inquiries and requests.
- Resolves public concerns and complaints or refers to supervisor or appropriate Department Head.

GENERAL

- Manages administrative procedures in support of inspection and enforcement duties by maintaining accurate records of all transactions and by carefully documenting all occurrences.
- Reports regularly on activities to Council, for example, occurrence reports, problem areas, makes recommendations for changes and improvements in operating methods and policies.
- Co-operates with police forces and other agencies in the conduct of their enquiries.
- Drafts amendments to by-laws in co-operation with the Clerk and Solicitor.
- Maintains knowledge and expertise at high level by taking appropriate courses and attending relevant conferences and seminars.
- Is expected to make judgments and give assessments and opinions regarding fire and structural hazards, both real and potential and to advise on the application of legislation and by-laws that affect public safety.
- Performs other related duties that are assigned by Council or the Administrator.

INTERPERSONAL CONTACTS

Internal

- with CAO/Clerk
- with Mayor and members of Council
- with Department Heads
- with staff members

External

- Contracted shared services agreement for By-law Enforcement and Animal Control Officer – Provides management and support.
- Provincial Ministries – Exchanges information and receives amendments to legislation and government programs that relate to statutory duties and to ensure that the Municipality is fulfilling its obligations and is integrating the building and by-law enforcement service in the interest of the public.
- Police Forces, Utilities and Insurance Companies – Co-operates and exchanges information on each other's inquiries and investigations.
- Builders, Developers, Real Estate Brokers and Solicitors – Regular consultation to exchange information and to provide assistance on changes to legislation, codes and practices as well as enforcement and inspection practices.

- Municipal Solicitor and Court Administrator – Co-operates in the preparation for and presentation of court action against violators.
- General Public – Provides information and education regarding the policies, programs, etc., of the building inspection and by-law enforcement services.

KNOWLEDGE AND SKILL

- Minimum formal technical training at the post-secondary level in engineering, architectural technology or designation as a professional engineer, or equivalent experience would be an asset.
- Formal training in the application of municipal law and its enforcement. Formal training should be accompanied by directly related work experience.
- Thorough understanding of Provincial legislation, regulations and policies as they affect building and municipal law enforcement.
- Ability to respond quickly to infraction situations, to analyze and present information; to conduct investigations and inspections under stressful situations.
- Good interpersonal skills and the ability to communicate effectively with people from all walks of life.
- Good public relations skills.
- CBCO Designation would be a definite asset.
- Qualifications to perform CBO and Inspector requirements as prescribed in Ontario Building Code and Building Code Act, preferably with qualifications in the following;
 - Legal Powers and Duties of CBO
 - Small buildings (House)
 - Large buildings
 - Complex buildings
 - Plumbing All Buildings (Plumbing House)
 - HVAC House
 - Building Services (HVAC House, Detection, Lighting and Power)
 - Building Structural
 - On-site Sewage Systems

IMPACT OF ERROR

Ill-conceived advice would result in inadequate corporate policies on building and by-law enforcement.

Errors in judgement in enforcement and inspection would result in unfair enforcement practices, possible litigation and financial repercussion against the Corporation as well as possible injury due to unsafe conditions in buildings.

Inadequate enforcement of legislation, codes and by-laws would result in increased risk to the public safety.

CONTROL

Receives policy direction from Municipal Council, is governed by provincial legislation, regulations and policy and professional standards of practice.

CONDITIONS OF EMPLOYMENT

Regular office hours are 8:30 a.m. to 4:30 p.m., with a ½ hour (30 Min.) unpaid lunch break. This position may require you to work outside of these hours to accommodate meetings, site inspections, property standards issues, to respond to emergencies or other duties as required. The work is subject to high stress, physical hazard and is carried out in all types of weather conditions.

PREPARED BY: LM

APPROVED BY: LM

EFFECTIVE DATE: October 2020

SUPERSEDES DATE: June 2016