

CHIEF BUILDING OFFICIAL – JOB DESCRIPTION

Position Title: Chief Building Official

Reporting Relationship: Reports to Clerk-Treasurer

Purpose of Position:

To ensure that life safety standards in buildings are adhered to prior to and following occupancy according to Provincial Codes, Regulations and Municipal By-laws.

Scope of Position:

The enforcement of occupancy standards of new dwellings and alterations, additions, renovations, demolition, and plumbing in accordance with Provincial Codes, Regulations and Municipal By-laws.

Responsibilities:

1. Advising Clerk-Treasurer in the development of regulatory by-laws within their area of jurisdiction and on the application of the Ontario Building Code and Plumbing Code and any other legislation that will affect property safety standards.
2. Maintaining liaison with Provincial Agencies regarding changes in legislation and practices.
3. Managing administrative procedures connected with the inspection and information functions including – the process of monthly reports of building and plumbing inspections – ensuring that all builders and designers are registered with TARION and/or MMAH prior to issuing building permits where necessary.
4. Communicating with architects, engineers, consultants, contractors and builders to provide information and comments regarding the enforcement provisions of Provincial legislation and Municipal By-laws; ensuring that interpretations of policy, building procedures can be carried out with minimum disruption.
5. Answering public inquiries and correspondence, particularly with problems encountered in building, plumbing, heating, codes and by-laws; encourages inquiries to be submitted in writing to provide builders with the opportunity to correct errors.
6. Responding to letters of complaint from solicitors, architects, property owners etc., interpreting by-laws and Provincial Codes.

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7. Receiving and reviewing draft plans including Official Plan amendments, and zoning by-law amendments for compliance with standards imposed by Building Codes and related by-laws if required.
8. Issuing of all permits related to Ontario Building Codes and Building By-laws.
9. Conduct on-site inspections where required to advise on problems encountered; providing technical guidance and supporting Code/By-law interpretations on site when required.
10. Advising Municipal Staff on inspection and enforcement policies and procedures.
11. Issuing Work Orders, Order to Comply, Unsafe Notices; authorized to sign and carry out orders.
12. Following through on unsolved inspections and enforcement problems by resorting to Court Action as prescribed in the legislation by-laws.
13. Correspondence and filing reports to various departments and Ministries prior to issuing permits.

General:

1. Reporting monthly activities to Council through the Clerk-Treasurer; identify problem areas, make recommendations for changes and improvements.
2. Co-operate with law enforcement agencies in the conduct of their enquiries.
3. Maintain knowledge and expertise at high level by taking appropriate training courses and attending relevant conferences and seminars.

Working Conditions:

1. Hours of work depend on permits issued.
2. Working environment contains moderate risks or discomforts, additional safety precautions are required.
3. May be subject to inclement weather conditions while conducting site inspections.
4. May be required to attend evening meetings.

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Working Relationships:

1. **With Clerk-Treasurer** - Receive direction and guidance, provide information on activities, discuss plans, priorities, and recommendations for operational changes, provide policy advice and activity information on building inspections.
2. **With Other Municipal Staff** - establish and maintain effective liaison to provide the correct enforcement of by-laws, various codes, and Provincial Legislation.
3. **With the Building Code Branch and Other Provincial Ministries and Agencies** - exchange information and receive amendments to legislation and government programs that relate to statutory duties and to ensure that the Township is fulfilling its obligations for building and by-law enforcement services in the public interest.
4. **With 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 activities.
5. **With Municipal Solicitor and Provincial Court Administrator** - Co-operates in the preparation for and presentation of cases in court.
6. **With the Public** - provide information and assistance regarding policies, programs, etc. of building inspection.

Knowledge and Skills:

1. Combination of training and experience in the building trades and structure and inspection methods.
2. Successful completion of the Provincial Bill 124 exams as they pertain to the position and/or enrollment in or completion of Ontario Building Branch Inspector courses as necessary.
3. Experience in a Municipal Building Department or similar setting with extensive knowledge of the Ontario Building Code.
4. Post-Secondary Education in Civil or Architectural Technology, if necessary.

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5. Ability to organize and manage resources.
6. Thorough understanding of provincial and federal legislation and municipal by-laws pertaining to the Building Code.
7. Ability to respond quickly to infraction situations.
8. Ability to prepare inspection reports.
9. Good communication and public relations skills.
10. Ability to make sound judgements and provide proper assessments and opinions regarding structural hazards, both real and potential and to advise on the application of legislation and by-laws that affect public safety.
11. Valid Class “G” licence and use of a vehicle.

Impact of Error:

1. Errors in judgement in enforcement and inspection would result in unfair enforcement practices, possible litigation and financial repercussions against the Municipality as well as possible injury due to unsafe conditions in buildings.
2. Poor organization would result in confusion and wasted effort.
3. Inadequate management of resources would result in unnecessary loss of life, injury and property damage.

Control:

1. Federal and Provincial legislation, regulations, directives and Code.
2. Professional standards of practice.
3. Municipality’s Chief Building Official Code of Conduct.

Condition of Employment:

1. Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC).

April 2024