



JOB DESCRIPTION

POSITION TITLE: Chief Building Official (CBO)

DEPARTMENT: Building

DIRECTLY RESPONSIBLE TO: Chief Administration Officer (CAO)

INDIRECTLY RESPONSIBLE TO: Council

GENERAL

- Fulfills the position, exercises the powers, and performs the duties of the Chief Building Official and Inspector as per legislative requirements (Ontario Building Code Act and Ontario Building Code).
- Administers and enforces the *Ontario Building Code Act*, the *Planning Act*, the *Municipal Act*, and other applicable laws.
- Responsible for the management of the Building Department of the Township of Lanark Highlands.
- Responsible for the general operation and budgetary components of the Building Department.
- Provides interpretation and clarification on construction matters, including interpretation of the Ontario Building Code and related documents and legislation.
- Assists the public to enable development in the Township and facilitates construction in accordance with legal requirements.
- Oversees and coordinates the Occupational Health and Safety Act requirements for the Township.

KEY RESPONSIBILITIES

- Responsible for the enforcement of the Building Code, as applicable.
- Review building applications for completeness and work with the Planning Department to ensure compliance with the Township's Official Plan, Zoning, agreements, etc., to ensure proper development. Advise all applicants of any requirements for Official Plan or Zoning By-Law Amendment, Minor Variance, required studies/reports, etc..
- Conduct plan reviews, examine all drawings and specifications for proposed buildings to ensure compliance with the Building Code.

- Issue building permits if all aspects of the application meet the necessary requirements and applicable law.
- Advise applicants for a building permit of the names and contacts of other agencies that have requirements for building standards before construction can commence, such as Hydro, Roads Department and Conservation Authorities.
- Coordinate and conduct building inspections, as required.
- Prepare and manage the annual budget for the Building Department and authorize expenditures in accordance with the Township's purchasing policies.
- Ensure that building staff receive adequate training in accordance with the requirements of the department/Township.
- Administers the Occupational Health and Safety Act and related legislation and ensures compliance with Occupational Health and Safety, including the Municipality's approved health and safety policies and procedures, and other applicable legislation relating to workplace health and safety.
- Receives, responds to, and addresses complaints, violations, etc.
- Administer orders, court briefs and direct proceedings related to the Ontario Building Code Act and Zoning By-law, thereby ensuring compliance and reporting on compliance.
- Secures legal advice where required.
- Prepared reports to outside agencies, including Statistics Canada, New Home Warranty Program and other agencies as requested.
- Attends conferences and meetings to keep abreast of current trends in the field as approved by the CAO; represents the Township of Lanark Highlands in local, county, provincial and other meetings as directed.
- Assists in the maintenance of the Township's GIS system.
- Provides professional opinions, advice and guidance to the CAO and Council for the development and implementation of policies and procedures to ensure that development and construction practices and policies for enforcement are in accordance with appropriate by-laws and legislation.
- Provides technical support to the Committee of Adjustment, as required.
- Prepares reports and other information required by Council, the CAO, senior levels of Government and Agencies.
- Prepares a deficiency list for any building not complying with requirements, ensures that deficiencies are corrected prior to occupancy of the building and issues any required order to comply.
- Issues an Occupancy Permit when all requirements for proper construction have been met.
- Maintains records of permits issued, inspection reports, deficiency lists, and occupancy permits for all properties in a suitable computer and records management system.
- Coordinates and participates in site visits related to building applications, where applicable.

- Enforces the by-laws of the Township related to Planning and Building, including the Official Plan, Zoning, Site Plan, and Building.
- Assists the public with the interpretation of all department-related documents and policies.
- Effectively collaborates on projects with peers and other personnel, agencies, levels of government and stakeholders;
- Promotes an environment characterized by teamwork and collaboration, modelling an inclusive culture which encourages all employees to work cooperatively and network to achieve common objectives and to develop a healthier, more rewarding and productive working environment.

The above generally describes the duties involved with the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time, as directed by the CAO.

EDUCATIONAL/QUALIFICATION REQUIREMENTS:

- Post-secondary school Diploma in a directly related discipline (e.g., Civil Engineering Technology, Architectural Technologies, etc.); or has completed an apprenticeship and obtained a license in a directly related field; or an equivalent combination of education and experience in the construction field.
- Valid Building Code Identification Number (BCIN)
- Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the following categories: CBO Legal, Small Buildings, Large Buildings, House, Plumbing All Building, Plumbing All Buildings, Plumbing House, HVAC House, Building Services, Building Structural, Detection Lighting and Power.
- Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the following categories: On-Site Sewage Systems and Wood Energy Technology Transfer (WETT) would be considered an asset.
- Certified Building Code Official (CBCO) or Building Code Qualified (BCQ) designation would be considered an asset.
- Ability to obtain and maintain membership with the Ontario Building Officials Association.
- Valid Class 'G' driver's license.
- Fall Arrest/Confined Spaces training would be considered an asset.

EXPERIENCE:

- Five (5) years of experience as a Chief Building Official, building inspector, or directly equivalent experience involving the Building Code and the Building Code Act,
- Three (3) years of experience with hands-on experience in dealing with and serving the public directly.

SKILLS/ COMPETENCIES/KNOWLEDGE:

- Knowledge of municipal legislation/regulations related to construction and development, including the Ontario Building Code Act, Planning Act, Municipal Act, Environmental Assessment Act, Development Charges Act and related legislation, etc.

- Familiarity with municipal planning and building administration.
- Excellent computer skills, including knowledge of Microsoft Office software, GIS, and other related building software packages, with a strong sense of uses/opportunities for technology in a municipal environment.
- Demonstrated ability to maintain a high degree of confidentiality and sound judgement, with the ability to exercise discretion and tact.
- Ability to analyze and make timely decisions, taking into account facts, goals, constraints and risks of a situation.
- Open to new ideas and innovative approaches.
- Excellent verbal (courtesy, tact, discretion, explanation, judgement and presentation skills) and written communication skills, including grammar/spelling skills for proofreading, editing and writing reports/correspondence.
- Demonstrated excellent organizational and time management skills.
- Discretion and good judgement when handling confidential/sensitive material/information.
- Demonstrated commitment to personal and professional development.
- Possesses and maintains a valid Ontario Class G Driver's License and satisfactory Police Criminal Record Check.
- Ability to read blueprints and design specifications and analyze for compliance with the building code, municipal by-laws and other applicable laws.
- Work with the public, in a service-oriented environment, to transfer technical information to both technical and non-technical people with tact and diplomacy.

WORKING CONDITIONS:

This position will be scheduled to work regular office hours. May be required to attend evening meetings and occasionally work additional hours to meet peak workload demands. Works in an office and outdoor environment. Meets changing deadlines and requirements with interruptions from the public and staff.

PHYSICAL SKILLS & EFFORT:

This position requires intense visual and listening skills, the ability to sit for extended periods, the ability to stand for prolonged periods, the use of hands, repetitive physical actions, the ability to walk on uneven surfaces, the ability to climb stairs, and good hand-eye coordination. Physical demands, such as lifting and carrying files, reports, and drawings weighing up to 50 pounds, will be required.

ENVIRONMENTAL DEMANDS:

The position may require addressing multiple files and situations simultaneously, and frequent interruptions are likely to be common. The environment may be busy, noisy, and often involves dealing with several requests from others within short time intervals. The employee must be an excellent communicator and be able to manage various issues with staff and the public. The position requires the frequent use of a computer and other office equipment. Required to work in all types of weather conditions, depending on the construction season.

MENTAL DEMANDS:

The position requires making decisions to ensure compliance with applicable legislation, Township policies, and by-laws, among other relevant regulations. Directs the activities of Building Department staff. It will be necessary to manage several requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organizational and time-sensitive

skills will be needed to complete some required tasks.