

The Corporation of the Municipality of Neebing,

Job Description for Chief Building Official

POSITION TITLE: Chief Building Official

POSITION TYPE: Casual

REPORTING RELATIONSHIP: Reports to the Clerk-Treasurer

PURPOSE OF POSITION: To promote the safety and accessibility of buildings that are; being constructed, being renovated, and/or undergoing a change of use.

SCOPE OF POSITION: To exercise the powers and perform the duties assigned to him/her in an independent manner and in accordance with the Building Code and Act and with the standards established by the applicable code of conduct. 2022, c.9, s.3; 2017, c.34, Sched.2, s.2(2), as well as enforce the Building Code and Act in accordance with Provincial Codes and Regulations, and Municipal by-laws.

SALARY: To be negotiated

RESPONSIBILITIES:

- Receive and review draft plans including Official Plan amendments, and Zoning By-law amendments for compliance with standards imposed by Building Codes and related by-laws as required.
- Issue all permits related to Ontario Building Codes and Building By-laws.
- Conduct on-site inspections where required to confirm compliance and to advise on problems encountered; providing technical guidance and supporting Code/By-law interpretations on site as required.
- Authority to sign and carry out orders; issue Work Orders, Order to Comply, Unsafe Notices.
- Follow through on unresolved inspections and enforcement problems by resorting to Court Action as prescribed in the legislation by-laws.
- Answer public inquiries and correspondence, particularly with problems encountered in building, plumbing, heating, codes, and by-laws, and encourage inquiries to be submitted in writing to provide builders with the opportunity to correct errors.
- Respond to letters of complaint from solicitors, architects, property owners etc., and interpret by-laws and Provincial Codes.
- Assist with correspondence and filing reports to various departments and Ministries prior to issuing permits.
- Advise Municipal Staff on inspection and enforcement policies and procedures.
- Advise the 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.

- Maintain liaison with Provincial Agencies regarding changes in legislation and practices.
- Manage administrative procedures connected with the inspection and information functions including; assist with the process of monthly reports (MPAC, CMHC, StatsCan, etc.) of building and plumbing inspections, ensure that all builders and designers are registered with Tarion and/or Ministry of Municipal Affairs and Housing (MMAH) prior to issuing building permits where necessary.
- Communicate 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.

WORKING CONDITIONS:

- Hours of work depend on permits issued.
- Working environment contains moderate risks or discomforts. Additional safety precautions are required.
- May be subject to inclement weather conditions while conducting site inspections.
- May be required to attend meetings and/or training during regular business hours or evenings.

WORKING RELATIONSHIPS:

- With Clerk-Treasurer - receives direction and guidance, provides information on activities, discusses plans, priorities, and recommendations for operational changes, provides policy advice and activity information on building inspections.
- With Other Municipal Staff - establishes and maintains effective liaison to provide the correct enforcement of by-laws, various codes, and Provincial Legislation.
- With the Building Code Branch and Other Provincial Ministries and Agencies - exchanges information and receives 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.
- 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.
- With Municipal Solicitor and Provincial Court Administrator - co-operates in the preparation for and presentation of cases in court.
- With the Public - provides information and assistance regarding building inspection policies, programs, and other necessary information.

QUALIFICATIONS AND SKILLS:

- Must have the qualifications set out in the Building Code for the position and is registered in accordance with the Building Code 2017, c.34, Sched.2, s.16(3).
- Successful completion of the Ontario Building Code Examinations,
 - General Legal/Process 2012
 - Powers and Duties of CBO 2012
 - House 2012
 - HVAC-House 2012 (optional)
 - Plumbing-House 2012and/or enrollment in or completion of the Building Officials Fundamentals Program.
- Combination of training and experience in the building trades and structure and inspection methods.
- Thorough understanding of provincial and federal legislation and municipal by-laws pertaining to the Building Code.
- 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.
- Valid Class “G” licence and use of a vehicle.
- Ability to respond quickly to infraction situations.
- Ability to organize and manage resources.
- Ability to prepare inspection reports and keep good records.
- Good communication and public relations skills.

OTHER BENEFICIAL QUALIFICATIONS AND SKILLS

- Experience in a Municipal Building Department or similar setting with extensive knowledge of the Ontario Building Code.
- Post-Secondary Education in Architectural Technology.

IMPACT OF ERROR:

- 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.
- Poor organization would result in confusion and wasted effort.
- Inadequate management of resources would result in unnecessary loss of life, injury, and property damage.

CONTROL:

- Federal and Provincial legislation, regulations, directives, and Code.
- Occupational Standards Professional Building Official
- Municipality’s Chief Building Official Code of Conduct.

CONDITION OF EMPLOYMENT:

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