

Chief Building Official/Building Enforcement Officer



Position Synopsis and Purpose (A position overview and how it connects to the big picture)

The Chief Building Official is responsible for the overall management of the building permit process including the issuance and inspection of Building & Septic Permits ensuring compliance and all statutory enforcement functions under the Ontario Building Code Act and the Ontario Plumbing Code Act. Additionally, must perform the statutory duties as a By-law Enforcement Officer while maintaining levels of service and that legislative standards are upheld in a safe and economical manner. In addition, the Chief Building Official shall provide leadership, guidance and oversight to building and by-law staff ensuring exceptional customer service, strong public interaction skills and budgetary control while providing relevant expert advice to the Township administration, boards and commissions and answering the building and construction related questions of contractors, design professionals, businesses and the general public. The Chief Building Official (CBO) is also appointed as a By-Law Enforcement Officer and may investigate complaints and enforce municipal by-laws. The CBO reports to the Director of Planning & Building.



Major Responsibilities (What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Building Permit and Planning Applications:</p> <ul style="list-style-type: none"> Ensures that all development or improvements of property within the Township of West Lincoln are in compliance with the all applicable codes, including the Ontario Building Code, National Farm Code, the Township's current Comprehensive Zoning By-Law and Official Plan and other applicable legislation. Acts as the Chief Building Official for the purpose of enforcement of the Ontario Building Code. Receives and examines building permit applications to ensure submission of proper drawings, site plan specifications and other information necessary for the issuance of a building permit including adequate building envelopes. Calculates fees for building permits. Issues building and demolition permits in accordance with the Ontario Building Code. 	40%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Issues occupancy and final permits when all requirements for proper construction have been met and provides building permit information to the Municipal Property Assessment Corporation as required. • Provides suggestions, recommendations and/or assistance to applicants to ensure compliance with the Ontario Building Code, Comprehensive Zoning By-Law and Official Plan. • Works collaboratively with Staff to advise applicants if any proposed building development requires planning applications and approvals such as an Official Plan Amendment, Zoning By-Law Amendment or Minor Variance. • Works closely with Staff to deliver complete and consistent information to the public. • Maintain records of permits issued, inspection reports, deficiency lists, orders issued and occupancy permits for all properties in the Township. A computer software system shall be maintained for electronic permit approval by use of current technology both in the office an on site. 	
<p>By-Law Enforcement:</p> <ul style="list-style-type: none"> • Serves as an appointed By-law Enforcement Officer and conducts investigations related to same. • Enforces the by-laws of the Township. • Works closely with the Fire Chief and Fire Inspectors to implement requirements of the Fire Code. • Receives and investigates complaints regarding Township By-Laws using a high level of conflict management skills. • Issues tickets in accordance with the Provincial Offenses Act and/or AMP's. • Attends court proceedings and/or AMP's proceedings to represent the Township when required. 	20%
<p>Building/Septic Permit Applications</p> <ul style="list-style-type: none"> • Inspects properties that are planned to be severed to ensure that each lot will be suitable for installation of a sewage system. • Inspects properties to determine the acceptability of information contained in applications for minor variances or for lot line adjustments, as they relate to existing and proposed sewage systems in accordance with the Act and the Ontario Building Code. • Inspects properties prior to the issuance of a septic permit for the construction, installation, establishment, enlargement extension or alteration of a sewage system. • Receives and reviews septic permit applications to ensure submission of specifications and other information necessary for the issuance of a septic permit in accordance with Part 8 of the Ontario Building Code including the required fee. 	25%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Issues septic permits in accordance with the Ontario Building Code. • Inspects (and re-inspects where necessary) sewage system installations to ascertain compliance with the permit and other requirements under the Act or Ontario Building Code. • Under the functional guidance of the Director, reviews planning documents, including but not limited to, subdivision proposals, draft official plans and proposed amendments, to ensure compliance with provisions of the Act and Ontario Building Code relating to sewage systems. • Ensures compliance with applicable laws, Nutrient Management Act, minimum distance separation, record of Stats Canada, etc. • In coordination with the Director, maintains adequate records of all documents and other materials used in performing the duties under Part 8 of the Ontario Building Code. • Under the functional guidance of the Director, investigates complaints and malfunctioning sewage systems, undertakes compliance counselling and preparation of reports for abatement action as it relates to existing and proposed sewage systems. • Under the functional guidance of the Director, issues orders under the Ontario Building Code Act relating to sewage systems. • Assists with the preparation of documentation necessary for prosecution activities relating to sewage systems under Ontario Building Code. Administers proceedings relating to sewage systems pursuant to the Ontario Building Code Act, S.O. 1992, c.P. 33. • Any other matters related to the administration or enforcement of the Act or Ontario Building Code relating to sewage systems. • Issue street address numbers for new and vacant lots in accordance with the approved grid system. 	

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Required Training

(Description of training required in order to perform the major responsibilities)

*Attends training, workshops and seminars where appropriate and as required. Training is required in order to maintain CBO accreditation.



Minimum Qualifications

(Absolutely cannot do without)

Education (degree/diploma/certifications)

Full training by a qualified institution with programs & training that provides for full recognition by the Province as a Certified Chief Building Official. Bylaw Enforcement training is a requirement as well.

Experience

Minimum 5 years of progressively increasing responsibility.

Knowledge/Skill/Ability

- Knowledge of Building Code including Part 8 (Septic)
- Knowledge of bylaw enforcement procedures and practices (including POA), ability to read plans & drawings, conflict resolution, time management, and good communication skills.



Preferred Qualifications

(The Ideal Candidate)

Education (degree/diploma/certifications)

- A 3-year diploma as an Architectural Technologist or Applied Science Technologist or equivalent, and completion of Certification as a Building Code Official and certification by the Ontario Chief Building Official's Association designations.
- Successful completion of the Ministry of Municipal Affairs and Housing courses: Small Buildings, Plumbing All Buildings, Building Services, Building Structural, Complex Buildings, Part 8 On-Site Sewage and CBO legal is preferred. Large Buildings is an asset.

Experience

- A minimum of 5 years related Municipal experience.
- Demonstrated working knowledge of the Ontario Building Code, Municipal by-laws and related Federal and Provincial Legislation and Regulations.

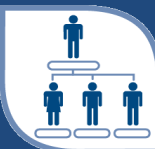
Knowledge/Skill/Ability

The successful candidate must have a demonstrated minimum of five (5) years' experience in building and septic inspections and enforcement in a Municipal environment. You will ensure a high level of confidentiality, integrity and professionalism, along with superior client service skills at all times. Demonstrated working knowledge of building material, construction practices and procedures; ability to read and understand plans, blueprints and building construction drawings are essential.

Strong skills in managing within a unionized environment, report writing, organizational, project and time management and superior interpersonal skills are required, with sound working knowledge and proficiency in the Office Suite of products.

In addition, the incumbent must have the ability to think and act appropriately in a political and community service environment and to deal courteously and effectively with elected officials, the general public, residents, staff, other departmental, corporate contacts, businesses and other levels of government. A well-developed set of negotiation, persuasion and conflict resolution skills are essential to successfully manage relationships.

Must possess a valid Ontario Class G Drivers' License and clear driver's abstract.



Position Classification

(Where this position fits)

Position Title: Chief Building Official	Division: Building
Department: Planning and Building	Classification:
Work Location: Township Administration Office	Reports to (Direct): Director of Planning and Building
Position(s) Supervised Directly: 3	Position(s) Supervised Indirectly: 0
Effective Date: May 2020	Revision Date: July 2024
Salary Range:	Hours per Week: 35

Organizational Chart

List the reporting relationship of this position to others within the immediate department.

