

TOWNSHIP OF EDWARDSBURGH/CARDINAL

JOB DESCRIPTION

JOB TITLE: Chief Building Official
REPORTS TO: CAO/Clerk
SALARY Grid Level: 5
Date: February 2019

Position Summary:

Under the supervision of the CAO/Clerk , provides the administration and enforcement of the Ontario Building Code Act, Building By-law, Clean Yards By-law and any other applicable legislation. The CBO coordinates all activities relating to building permits, zoning review, inspections, etc. The CBO also responds to inquiries and complaints, issues orders, maintains property files and supervises the part-time contract By-Law Enforcement Officer and the contract Animal Control Officer. The CBO works closely with the fire department and enforces fire service legislation such as the Ontario Fire Code, and the Fire Protection and Prevention Act.

Required Qualifications:

- Post-secondary education in construction technology, building technology or similar diploma combined with 5 years of experience in a municipal building department having gained the necessary competence in plans examination, building inspection, as well as experience interpreting zoning and official plan documents and other municipal bylaws;
- Extensive knowledge of the Ontario Building Code Act and all applicable laws;
- Strong leadership ability combined with excellent communication skills with the ability to deal with the public, members of Council and other staff members;
- Committed to providing quality customer focused services while working in a team environment;
- Experience as a Fire Prevention Officer considered an asset;
- Knowledge of the Fire Protection and Prevention Act, the Fire Code, Occupational Health and Safety Act.
- Demonstrated knowledge of municipal law enforcement and provincial legislation;
- Possess a working knowledge of computer software programs including but not limited to Microsoft products.
- Must have and maintain all qualifications as set out for CBO's and Inspectors and must be qualified to inspect all classes of buildings defined in Parts 3 and 9 of the OBC.
- Must have and maintain CBCO designation or BCQ designation or be working towards achieving either of those designations;
- Ability to deal effectively and efficiently with multiple priorities and deadlines;
- Possess a valid class G Ontario driver's license;

- Must provide own vehicle to conduct inspections, compensation for mileage provided.

Position Description:

- Member of the senior management team which meets on a regular basis to discuss and share information on day-to-day operations and long range planning;
- Prepares and monitors annual departmental budgets for building, bylaw and animal control;
- Reports to the CAO/Clerk in an advisory capacity as it relates to Building Code;
- Reviews development proposals, site plans and subdivisions as required;
- Coordinates activities with other departmental managers as required;
- Provides feedback into needs forecasts for immediate and long range budgeting and planning;
- Provides written reports and attends Committee and Council meetings as required;
- Performs all statutory duties of the Chief Building Official and Inspector;
- Supervises the activities of outside consultants and registered code agencies;
- Issues and refuses permit applications, collects fees, conducts inspections;
- Issues Orders, attends court hearings;
- Reviews files for compliance with the Zoning By-law;
- Maintains the corporate property files, electronically and paper based;
- Direct supervision of the By-law enforcement Officer and Animal Control Officer;
- Responsible for by-law enforcement duties as required, including infraction identification, site inspections, issuing notices of violation and monitoring court appearances;
- Responds to inquiries from the public, consultants, lawyers, realtors and external agencies;
- Moderate physical exertion which includes climbing, bending and walking;
- Must have personal protective equipment and wear those items when needed;
- Work outdoors in all types of weather conditions;
- Under the direction of the Fire Chief, conducts fire prevention inspections as needed and enforces applicable by-laws and standards;
- Acts as an assistant to the Fire Marshal under the provisions of the Fire Protection and Prevention Act;
- Assists with the prosecution of offenders of fire safety legislation;
- Maintains professional competency;
- Other related duties as assigned.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent to this classification.