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Job Title:	Chief Building Official
Department:	Building and Planning Services
Reports To:	Chief Administrative Officer
Salary Band:	Band Level 11, 40 hours per week

Position Summary:

To perform the statutory duties of the Chief Building Official (CBO) as regulated under the Ontario Building Code Act for the administration and enforcement of the Ontario Building Code. The CBO will perform plans review and inspections and provide information to the public regarding the application of the building code, municipal by-laws and any other regulations pertaining to building, plumbing and sewage systems from commencement of construction to occupancy clearance.

Duties and Responsibilities:

1. Management:

- a) Ensure staff proficiency and ability to protect the municipality from liability.

2. Operations:

- a) Draft, recommend and implement approved policies and operating procedures necessary for the efficient operation of the department and ensure recommendation changes in Council policies conform to the Building Code Act and other Municipal policies.
- b) Appointed as Chief Building Official and administers the Ontario Building Code Act and Regulations by: overseeing the issuance of building and demolition permits under the provision of the Building Code Act, Building Bylaw and other applicable laws.
- c) Conduct mandatory inspections, and issue Orders as necessary.
- d) Oversee the maintenance of the required and appropriate records, building permit reports and statistics.
- e) Administer the Site Plan Control Bylaw as it applies to single detached dwellings and sit as a member of the Site Plan Committee.
- f) Ensure the Deputy Chief Building Official and inspectors maintain the minimum level of qualifications to perform their duties of inspection by assigning training as required.
- g) Oversee the administration and operations performed by the Bylaw Enforcement Officer.
- h) File information and be an expert witness in court prosecutions, as required.

- i) Provide comment on compliance letters, Committee of Adjustment applications, site plan applications, subdivision applications and other Planning Act Applications.
- j) Respond to telephone, written and counter inquiries from the public, developers, agencies and other levels of Government.
- k) Communicate with TARION regarding unregistered or problem builders.
- l) Prepare and submit monthly and annual building permit reports and communication to MPAC, TARION, CMHC, Stats Canada, Simcoe County and Internal staff, Council as per each individual required formats and timeline.
- m) Report all known or suspected violations of any Township Bylaw to the Bylaw Enforcement Officer.

3. Public Interactions with Council and Committee of the Whole:

- a) Attend Council, Committee of the Whole, General Planning Committee, Senior Management Team, ratepayer, special interest groups, community consultations, professional network tables and other meetings, as required.
- b) A member of the Emergency Management Committee Control Group, and oversee the Volunteer Food and Shelter Coordinator.
- c) Respond to inquiries, issues and concerns from ratepayers, departments, other levels of government, external agencies, etc. and provide interpretation, guidance and additional information, as necessary.

4. Compliance:

- a) Recommend changes to the Building By-law to keep it current with provincial requirements and industry standards.
- b) Liaise with federal, provincial and local government agencies as required in the performance of these duties.
- c) Stay current with Government regulations and best practices and provide advice to Council, the CAO, and the public, as required.
- d) Comply with, ensure all building staff comply with, and perform their duties in accordance with the Code of Conduct.
- e) Comply with the Occupational Health and Safety Act and Regulations and Corporate Occupational Health and Safety Program, related policies and procedures.
- f) Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Supervisory Responsibilities:

- Deputy Chief Building Official
- Building Inspector
- Building/ Planning Administrative Assistant

Education, Experience and Qualifications:

- Minimum 2-year community college diploma or equivalent training
- Provincial Qualifications ; Chief Building Official Legal, Division C Part 3 OBC Table 3.5.2.1, CBO or DCBO
- Minimum five-year’s supervisory experience
- Possession and maintenance of a valid unrestricted Ontario Class “G” Driver’s License
- Experience in analytical and problem solving, investigation, evidence-gathering techniques
- Experience in the principles and practices of effective employee supervision, including selection, training techniques and methods
- Experience in public education and awareness
- Effective verbal, oral and written communication skills
- Proven ability to deal effectively with people in difficult situations
- Proficient in Microsoft Office applications

Required Certifications:

- Provincial Qualifications ; Chief Building Official Legal, Division C – Part 3 OBC Table 3.5.2.1
- Certified Building Code Official (CBCO) or BCQ

Applicable Regulations:

- Building Code Act
- Ontario Building Code
- Planning Act

Physical and Mental Demands of Position:

Physical Demands		Mental Stress	
	Shift work schedules	X	Multiple tasks, heightened pace
X	8 to 12 hour shifts	X	Stressful situations
X	Prolonged periods of standing	X	Supervisory responsibility
	Lifting up to 50 lbs.		Exposure to critical/traumatic incidents
X	Lifting exceeding 50 lbs.	X	Dealing with Public
X	Walking	X	Working Alone
X	Prolonged periods of sitting		Stranger Danger
X	Bending/twisting		Operating Heavy Equipment in inclement weather
	Operating motorized equipment	X	Training
X	Operating non-motorized equipment		Environmental/Chemical Exposure to:
X	Extreme Heat	X	Extreme Dust

<input checked="" type="checkbox"/>	Extreme Cold	<input checked="" type="checkbox"/>	Flying Insects
<input checked="" type="checkbox"/>	Eye Strain	<input checked="" type="checkbox"/>	Water (Flood, Algae, Steam)
<input checked="" type="checkbox"/>	Walking in Rough Terrain	<input checked="" type="checkbox"/>	Electrical (i.e. hydro lines)
<input checked="" type="checkbox"/>	Climbing	<input checked="" type="checkbox"/>	Utilities digging gas/hydro)
	Physical Exertion		Animal (dead/alive), (domestic/wild)
	Mild (sedentary pace)		Noxious Weed (poison ivy, oak)
<input checked="" type="checkbox"/>	Moderate		Trees/ Branches (fallen/unstable)
	Challenging (high physical demands): Shovelling, Digging		Hazardous Waste
	Repetitive movement related to:		Chemical Handling:
<input checked="" type="checkbox"/>	Computer use		Hot tar
<input checked="" type="checkbox"/>	Equipment use	<input checked="" type="checkbox"/>	Flying Debris
<input checked="" type="checkbox"/>	Task performance	<input checked="" type="checkbox"/>	Noise
		<input checked="" type="checkbox"/>	Weather: Rain, Snow
		<input checked="" type="checkbox"/>	Working in low light or at night

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Other duties and responsibilities are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.