

# TAY VALLEY TOWNSHIP

## POSITION DESCRIPTION

### POSITION DATA

**Position Title:** Chief Building Official  
**Reports To:** Planner  
**Indirectly Reports To:** Chief Administrative Officer  
  
**Created:** April, 2018

### POSITION SUMMARY

To contribute to the safety and wellbeing of the residents and visitors of the municipality through the administration and enforcement of the *Ontario Building Code Act*, the *Planning Act*, the *Municipal Act* and all other applicable Acts, Regulations and By-Laws.

### CORE COMPETENCIES

Teamwork, integrity, results orientation, customer focus.

### SIGNATURES

I have read and had an opportunity to comment on this position description.

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**Incumbent**

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**Date**

This position description reflects the key duties, responsibilities and requirements of the position.

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**Supervisor**

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**Date**

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**Chief Administrative Officer**

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**Date**

## **TAY VALLEY TOWNSHIP**

### **Position Description: Chief Building Official (CBO) – Full Time**

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

#### **KEY RESPONSIBILITIES**

1. Establishes operating policies for enforcement of the Building Code Act (BCA), Ontario Building Code (OBC) and the municipal Building By-Law within the Township.
2. Coordinates, with others, various tasks associated with the issuance of permits and oversees the enforcement of the BCA/OBC. Exercises powers and performs duties of Chief Building Official and Inspector under the BCA/OBC with respect to properties.
3. Conducts site inspections of properties to ensure compliance with permits issued, applicable law and related requirements.
4. Reviews permit applications, building plans, drawings and specifications to ensure compliance with the OBC and other applicable laws (federal, provincial, municipal, agencies, etc.), matching permit specifications contained in agency clearance letters with permit application details, and advising applicant of any concerns.
5. Provides advice to landowners, peers and agency representatives regarding building potential and limitations. Assists in finding alternate methods of construction while adhering to standards.
6. Within limits of certification held, issues building permits and releases associated approvals required in the processing thereof.
7. Advises the Planner of the need to engage specialist Inspectors to conduct inspections and approvals for buildings when unauthorized or otherwise unable to do so.
8. Inputs and maintains the GIS database with regards to building services.
9. Maintains accurate records, including detailed field notes, tracking status of applications and permits to ensure compliance with prescribed timeframes.
10. Provides technical advice to the Planner and to members of the public on matters pertaining to building and BCA/OBC compliance and co-ordinates various tasks with peers to facilitate service to the public.
11. Provides technical and interpretative advice to the Fire Chief on Fire and Building Code requirements.

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12. Maintains up-to-date certification as required of a CBO and a Building Inspector including CBO Legal, Small Buildings, House, Plumbing All Buildings, Plumbing House, HVAC House, Building Services, Building Structural, Detection Lighting and Power, On-Site Sewage Systems, Large Buildings and Wood Energy Technology Transfer (WETT).
13. Acts as Municipal Law Enforcement Officer and Property Standards Officer for the Corporation.
14. Investigates complaints and responds to legal enquiries related to inspections, by-laws, building code, work order compliance and property standards.
15. Prepares reports, recommendations and presentations to Council, as required and attends Council, Committee and Public Meetings, as required.
16. Maintains electronic and hard copy office records for the department in accordance with the Township's records management system.
17. Performs such other duties as assigned by the Planner or Chief Administrative Officer that are associated with the primary responsibilities of the position.

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## FACTOR DESCRIPTION

### 1. Knowledge Gained by Formal Education and Previous Training

- Post-secondary school courses in engineering technology or architectural technology or equivalent field of study.
- Five (5) years' experience in a municipal capacity as Chief Building Official, or other applicable experience involving the Building Code and the Building Code Act.
- 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 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: Wood Energy Technology Transfer (WETT) would be considered an asset.
- CBCO or BCQ designation would be considered an asset.
- Ability to obtain and maintain membership with the Ontario Building Officials Association and the Municipal Law Enforcement Officers Association.
- Valid Class 'G' driver's license.
- Fall Arrest/Confined Spaces training would be considered an asset.

### 2. Knowledge Gained by Experience

- A working knowledge and understanding of the Building Code Act, Ontario Building Code, Ontario Plumbing Code, Ontario Fire Code and other applicable Municipal, Provincial and Federal laws.
- Experience in administration and enforcement of applicable legislation.
- Excellent computer skills, proficiency using Outlook, Word, Excel and GIS
- Proven record of effective communication and analytical skills dealing with contractors and sub-trades, agencies and the public.
- Demonstrated commitment to a team approach and a strong focus on customer relations and customer satisfaction.
- Strong time management and organizational skills.
- Punctual and reliable.
- Capable of carrying out duties with minimal supervision.

Knowledge may be acquired through a combination of industry specific training, post secondary school courses, and direct experience.

### 3. Complexity

Determines work priorities to balance workload and client demands. Judgment calls may involve acceptance of alternative building materials or deciding to include other agencies in the determination of a Building Code or By-Law interpretation. Decides on how to respond to inquiries/complaints and when to refer inquiries to the appropriate staff member or manager.

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#### **4. Supervision, Training, Management and Advisory Responsibilities**

Manages .4 FTE staff performing administrative functions.

May be required to manage staff in the Building and Planning Department when acting in the absence of the Planner.

Provides advice and direction to contractors, outside agencies and the general public.

#### **5. Supervision Received – Independence of Action**

Ability to work as part of the Building and Planning Department team to achieve broad department goals under the direction of the Planner. Must have the capacity to work independently within the policies and objectives of the Corporation and Department to achieve results. Assists with development and, once adopted, carries out policies and procedures to attain department goals and objectives, referring matters not covered by policy to the Planner.

The work requires the interpretation and direct application of the Building Code Act, the Building Code, and other legislation and by-laws. Analysis of other applicable laws may be required to render a decision relating to the issuance or denial of a building permit or when conducting by-law enforcement duties. Errors in judgment or interpretation can lead to serious property damage or personal injury and can expose the municipality to litigation and financial risk.

#### **6. Consequence of Error – Budget Responsibilities**

Decisions will have a direct impact on the overall financial status of the Township.

The work requires participating in the development of financial policies related to building and by-law enforcement. The CBO is expected to effectively communicate the various fees, charges, and fines in place to builders, agents, and residents. The CBO participates in establishing the annual budget for the Building section of the Planning budget.

#### **7. Policies and Procedures**

Required to work independently under established policies and procedures.

Must follow the policies and procedures of the Township. Responsible for assessing the effectiveness of Township by-laws, policies and procedures as they apply to building inspections, safety and enforcement. Must keep current on legislative changes and changes in building technology and industry practices.

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#### **8. Confidentiality**

Regularly works with confidential information concerning Township, private property owner initiatives where disclosure may result in legal action, loss of integrity and substantial monetary loss. Must possess the ability to preserve the integrity of confidential matters that may have legal implications on the Township.

#### **9. Contacts**

The work requires direct contact with officials of provincial ministries and agencies, the building community and the general public to ensure compliance with applicable legislation. Work often requires explanation of requirements, providing visual or verbal examples, providing alternatives and persuading individuals to comply.

Internal Contacts: Planner  
Administrative Assistant – Planning  
Chief Administrative Officer  
Municipal Staff

External Contacts: General Public  
Suppliers and Contractors  
Other Public Agencies

#### **10. Physical Skills and Effort**

Operates personal computer which may require prolonged sitting and visual attention to detail. Operates motor vehicle and attends work sites to conduct inspections which may require the need to walk on uneven surfaces, climb ladders and walk on scaffolding or planks. Ability to mentally focus on detailed information requiring a high level of acuity and attention to detail. Mental effort is also required to maintain composure when dealing with interruptions and the various emotional states of residents, builders, and agents particularly when deadlines are a motivating factor.

#### **10. Working Conditions**

Works in a closed office or open office environment, in the field and in a vehicle.

May be exposed to weather extremes or safety hazards when traveling within the Township. Must occasionally meet changing deadlines and requirements with the added stress of interruptions from staff and the public. Occasionally deals with concerned citizens and those that may not agree with the policies, procedures, or decisions of the Township.

Normal Working Hours are generally, from May 1 to October 31<sup>st</sup>, Monday to Friday - 8:30 a.m. – 5:00 p.m. with a half hour lunch and from November 1<sup>st</sup> to April 30<sup>th</sup>, Monday to Thursday – 8:30 a.m. – 4:30 p.m., with a half hour lunch. Additional overtime may be required.

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**Position Description: Chief Building Official (CBO) – Full Time**

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services training regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.