

TAY VALLEY TOWNSHIP

POSITION DESCRIPTION

POSITION DATA

Position Title: Chief Building Official

Reports To: Planner

Indirectly Reports To: Chief Administrative Officer/Clerk

Department: Building and Planning

Effective Date: January 1, 2024

Revised Date: N/A

POSITION SUMMARY AND PURPOSE

Reporting to the Planner, the Chief Building Official contributes 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 LEADERSHIP AND MANAGEMENT COMPETENCIES

Service Delivery, Government Relations and Citizen Engagement, Financial Management, Human Resources Management, Communication, Integrity, Self-Management.

SIGNATURES

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

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

_____ Planner	_____ Date
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_____ Chief Administrative Officer/Clerk	_____ Date
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Position Description: Building and Planning – Chief Building Official – 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

Description	Approximate Time Spent (%)
<ol style="list-style-type: none">1. Fulfills the position of Chief Building Official as prescribed under legislation including maintaining up-to-date certification as required of a Chief Building Official and a Building Inspector including but not limited to 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 (WETT).2. Keeps abreast of legislation and regulations and evaluates the impact of changes on the Township, including but not limited to the Building Code Act, Ontario Building Code, etc.3. Assists with the development and implementation of policies, operational procedures and practices, and ensures compatibility and compliance with legislation, regulations, standards and the Township's goals and objectives.	13%
<ol style="list-style-type: none">4. Processes building permit applications, including such tasks as:<ul style="list-style-type: none">• holding pre-consultation meetings;• reviewing building plans, drawings and specifications to ensure compliance with the Ontario Building Code and other applicable law (federal, provincial, municipal, agencies, etc.);• issues permits;• conducting site inspections to ensure compliance with permits issued;• matching permit specifications contained in agency clearance letters with permit application details;• maintaining accurate records, including detailed field notes, tracking status of applications and permits to ensure compliance with prescribed timeframes;• advising applicants of any concerns.	15%
<ol style="list-style-type: none">5. Exercises powers and performs duties of the Chief Building Official and Inspector under the Building Code Act and Ontario Building Code.	23%

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6. Administers and enforces building policies and decisions including processing of complaints, violations, court appearances, representation for hearings and monitoring of same.	
7. Provides advice to landowners, peers and agency representatives regarding building potential and limitations. 8. Assists in finding alternate methods of construction while adhering to standards. 9. 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. 10. Provides technical and interpretative advice to the Fire Chief on Fire and Building Code requirements.	17%
11. Inputs and maintains the CBO module of the corporate geographic information system.	10%
12. Develops relationships with peers in business, community and other government activities to encourage cooperative problem-solving and joint approaches to challenges. Works with citizens and citizen groups to resolve matters requiring input. 13. Develops and maintains a cooperative relationship with the public and employees, replying in a timely manner to public enquiries and requests for service within the levels established by Council. 14. Monitors and follows up on complaints and concerns related to the Building Department, including tracking, conducting investigations, documentation, and resolution.	16%
15. 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.	1%
16. Performs an assigned role in the Emergency Operation Centre and in accordance with the Emergency Plan.	1%

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17. Maintains electronic and hard copy office records in accordance with the Township's records management system.	3%
18. Performs other related duties as assigned by the Planner or Chief Administrative Officer/Clerk.	1%

FACTOR DESCRIPTION

1. Minimum Qualifications

1.1 Education

- Post-secondary diploma in building sciences, construction engineering technology or architectural technology or an equivalent combination of education and experience in the construction field
- Valid Building Code Identification Number (BCIN)
- 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 Buildings, Plumbing House, HVAC House, Building Services, Building Structural, Detection Lighting and Power
- Drivers' license

1.2 Experience

- 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
- Demonstrated experience in administration and enforcement of applicable legislation
- Using GIS
- Dealing with the public

1.3 Knowledge/Skill/Ability

- 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
- Capable of carrying out duties with minimal supervision
- Proven record of effective communication and analytical skills dealing with contractors and sub-trades, agencies and the public
- Excellent computer skills, proficiency using Outlook, Word and Excel
- Punctual and reliable
- Team oriented
- Ability to deal with various agencies, the public and internal staff in a pleasant, positive, professional manner
- Strong time management and organizational skills
- Ability to determine work priorities
- Ability to take initiative
- Ability to work independently
- Ability to interpret and apply legislation, regulations and rules
- Ability to perform duties with a high degree of accuracy
- Ability to preserve the integrity of all confidential matters

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2. Preferred Qualifications

2.1 Education

- Full membership in the Ontario Building Officials Association
- Certified Building Code Official (CBCO) or Building Code Qualified (BCQ) designation
- Post-secondary school courses in engineering technology or architectural technology or equivalent field of study.
- Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the following categories: On-Site Sewage Systems, Wood Energy Technology Transfer (WETT).
- Fall Arrest/Confined Spaces training
- Municipal training

2.2 Experience

- Enforcement experience, including court appearances and representation at hearings
- Managing in a unionized environment

2.3 Knowledge/Skill/Ability

- Demonstrated commitment to a team approach and a strong focus on customer relations and customer satisfaction
- High level of initiative, creativity and independent judgment
- Proven record of effective communication and interpersonal skills, both oral and written

3. Decision Making and Independence

Complexity/Problem Solving

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.

Supervision, Training, Management and Advisory Responsibilities

Manages .4 staff performing building administrative functions.

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

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.

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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.

Required to work independently under established policies and procedures.

Follows the policies and procedures of the Township.

Impact of Decisions

Decisions will have a direct impact on the overall financial status of the department and in several instances the Township. Errors in judgment or interpretation of applicable legislation, policies and procedures can lead to serious property damage or personal injury and can expose the municipality to litigation and financial risk. Errors can also affect the image and liability of the Township, its relationships with the public, staff and other agencies.

Confidentiality

Regularly works with confidential information concerning Township and 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 for the Township.

4. Contacts

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Planner	Regular	Internal – receive direction, advice, seek clarification, and provide information.
Administrative Assistant – Building and Planning	Frequent	Internal – provide advice and clarification.
Municipal Staff	Occasional	Internal – provide clarification and information.
General Public	Frequent	External – consultation, provide advice, inspections, orders, escalated issues
Suppliers and Contractors	Occasional	External - provide direction, advice, collaborate.
Government Agencies	Occasional	External – collaborate, seek advice, clarification, reporting.

Provides information to the public; uses tact to address their inquiries and concerns. Must present a pleasant, positive and professional image regardless of their demeanor or work stress. Communication skills are required to find out the nature of inquiries and concerns so that they are addressed appropriately.

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5. Work Conditions

Township Municipal Office – Office Area, in the field and in a vehicle.

Occasionally must meet changing deadlines and requirements. Occasionally deals with concerned citizens and those that may not agree with the policies, procedures, or decisions of the Township.

5.1 Hours of Work

Normal Working Hours: Monday to Friday - 8:30 a.m. – 4:30 p.m. with a half hour lunch.

Evenings/Weekends: N/A

On-Call: N/A

Overtime: Occasional overtime may be required in order to conduct inspections.

5.2 Work Environment

The duties of the position are performed primarily in an office environment, in the field and travel in a vehicle to conduct inspections.

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.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional	Percentage
Indoors		60%			60%
Outdoors (including in a vehicle)			40%		40%
					= 100%

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	Constant	Frequent	Regular	Occasional	Percentage
Attend internal/external meetings			20%		20%
Time spent travelling		30%			30%
Frequency of interruptions		20%			20%
Frequency of changing deadline and priorities			20%		20%
Interaction with irate/aggressive clients/customers				10%	10%
					= 100%

5.3 Hazards

Occasionally may be exposed to weather extremes or safety hazards when working and traveling within the Township.

May experience related noise, fumes, dust or dirt from the Public Works garage and sand dome located adjacent to the Municipal Office or on job sites.

May come into contact with cleaning supplies and standard office chemicals, printer toner, etc.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Noise				X
Fumes				X
Dirt, Dust			X	
Hazardous Chemicals				X
Disagreeable Weather Conditions			X	

TAY VALLEY TOWNSHIP**Position Description: Building and Planning – Chief Building Official – Full Time****5.4 Physical Requirements**

May be required to sit for extended periods of time while using the computer or operating vehicle.

Attends work sites to conduct inspections.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Operating and/or Maintaining Vehicles - Standing				
Operating and/or Maintaining Vehicles - Sitting		X		
Operating and/or Maintaining Vehicles - Walking				
Operating and/or Maintaining Vehicles - Climbing				
Requirement to Lift Objects (20 kg)				X
Pushing and/or Pulling Objects to Complete Tasks				
Personal Protective Equipment (PPE) Worn on a Regular Basis (boots/shoes, hard hat)		X		
Types of Tools Used (computer (desktop/laptop), telephone, photocopier/scanner/fax, laminator)		X		

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5.5 Mental Requirements

Operates personal computer which may require visual attention to detail. Ability to mentally focus on detailed information requiring a high level of acuity and attention to detail.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Requires Awareness of Surroundings (working with personal information, attendance at work sites)		X		
Visual Effort Required on a Concentrated Basis (reading, researching, operating a computer, conducting inspections, driving)		X		
Requirement to Listen Attentively (understanding, responding appropriately, problem solving, negotiating, mentoring, retaining information for later)		X		

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ORGANIZATIONAL CHART

Planner

CHIEF BUILDING OFFICIAL

Building and Planning Administrative Assistant