

# Township of Southgate

## Job Description

Date of Update: <b>April 4, 2018</b>	<b>Chief Building Official &amp; By-law Enforcement</b>
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## Section A: Position Description

### 1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Chief Building Official & By-Law Enforcement	Supervisor's Job Title: CAO
Standard hours of work per week: 40 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Office	Department/Division: Protection & Inspection
Employment Status: Full Time Salaried Position	Pay Band: 5

### 2) Scope of Position (A maximum of three sentences.)

The Chief Building Official (CBO) is responsible for duties legislated under the Ontario Building Code Act and other related legislation. The CBO will ensure that construction conforms to all applicable by-laws, and will enforce municipal property standards as set out in by-laws.

Enforce all by-Laws passed under the Planning, Municipal Act and any other applicable legislation & municipal by-laws. Provides support to Council and the CAO with decisions related to enforcement within the Municipality.

Provides leadership, guidance and mentoring to Building Services staff in a manner that creates an environment for high staff morale and productivity.

<b>Key Responsibilities</b>	<b>Tasks</b>	<b>Percent of Time</b>
Program Services	<ul style="list-style-type: none"> <li>- Supervising Building Services employees with the responsibility of providing guidance, training, development, health and safety, and performance management for all building department employees.</li> <li>- Administers and enforces the Ontario Building Code Act, relevant to provincial regulations and municipal by-laws pertaining to construction compliance with all applicable law.</li> <li>- Responds to inquiries from the public concerning construction proposals and provides information on applicable planning requirements (i.e. zoning), work with County planning staff as appropriate.</li> <li>- Reviews permit applications for zoning compliance, conservation authority jurisdiction, and compliance with Nutrient Management Act, MDS calculation, subdivision and development agreements and determine if application is complete including Ontario Building Code documentation.</li> <li>- Issues permits, inspects all phases of construction including initial occupancy of buildings; prepares letters concerning compliance of properties with applicable law.</li> <li>- Works with architects, engineers and other professionals to ensure plans meet code requirements.</li> <li>- Report building permit and department activity statistics to Council on a regular basis.</li> <li>- Review compliance letters for lawyers.</li> </ul>	35%
Inspections	<ul style="list-style-type: none"> <li>- Performs inspections as required through the building permit construction process and Ontario Building Code for all building types as well as septic installations.</li> <li>- Complete document reporting on all inspections and maintain proper files.</li> <li>- Ensuring all municipally owned facilities are in compliance with the Building Code and all other applicable legislation and municipal practices and procedures.</li> </ul>	25%
Non-Compliance	<ul style="list-style-type: none"> <li>- Takes steps to seek voluntary compliance and if necessary takes legal steps to require compliance with the Building Code.</li> <li>- Investigates violations, issue orders, serves legal notices, works with legal services to prepare for Court representation and appears as witness on behalf of the municipality before the Courts.</li> <li>- Supports the Police and other agencies in their investigations related to Building and By-law Enforcement related issues.</li> <li>- Works with Planning staff to confirm property zoning and/or acquire approvals if required.</li> <li>- Works with Planning and Conservation Authority staff to confirm building envelop compliance and/or approval if required.</li> </ul>	5%

Key Responsibilities	Tasks	Percent of Time
By-Law Enforcement	<ul style="list-style-type: none"> <li>- Enforce all by-laws passed under the Planning and Municipal Act related to noise, property standards and zoning compliance.</li> <li>- Coordinate and conduct inspections and investigations in relation to public complaints and reported or observed violations.</li> <li>- Encourage voluntary compliance with legislation to resolve issues without the need for prosecutions and court action.</li> <li>- Works with the By-Law Enforcement Officer reporting to council.</li> <li>- Report By-law Enforcement activity statistics to Council on a monthly basis.</li> </ul>	10%
Administration	<ul style="list-style-type: none"> <li>- Ensuring all department staff operate within the confines of Southgate policies and procedures.</li> <li>- Ensuring that occupational health and safety standards are strictly enforced in all areas and locations.</li> <li>- Cooperating with the JHSC to provide a safe and healthy work environment and take every precaution reasonable in the circumstances.</li> <li>- Providing safe and proper equipment, standard operating procedures, supervision and safety communication (including written instruction), and current SDS sheets.</li> <li>- Purchasing goods and services as outlined by Municipal Purchasing policy, in consultation with the CAO and Treasurer by preparing specifications, tenders and other documents as required by the process.</li> <li>- Attending Council, Committee, Planning, Development, Department Head and other meetings (day or night) as required.</li> <li>- Participating as a member of the Leadership Team providing input on department, municipal, planning and strategic initiatives.</li> <li>- Develop staff reports to Council as required by communicating ideas, suggestions, and procedural changes which may be required to assist the organization or in the resolution of delivery service issues.</li> <li>- Monitors and ensures fees are collected for all services and permits.</li> </ul>	15%

Key Responsibilities	Tasks	Percent of Time
Budget	<ul style="list-style-type: none"> <li>- Recommends annual budget requirements for Building Department and By-law Enforcement as a municipal service.</li> <li>- Monitoring the performance of the department against the business plan and budget, and if required make recommendations to management to make decisions and initiate corrective action as necessary.</li> </ul>	10%
Other	<ul style="list-style-type: none"> <li>- Performs all other duties as assigned by Supervisor.</li> <li>- Represents the Municipality when performing day-to-day duties (i.e. contact with public).</li> <li>- Responding to public enquiries in a timely manner.</li> </ul>	

## Section B: Skills

### 1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input checked="" type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses	Complete a college program in architectural or engineering technology
<p><u>Building Qualifications:</u> Building Services, Building Structural, Complex Buildings, Detection, Lighting and Power, Fire Protection, House, HVAC House, Large Buildings, On-Site Sewage, Plumbing all Buildings, Plumbing House and small buildings.            Powers &amp; duties of the Chief Building Official</p> <p><u>By-law Enforcement Qualifications:</u>            Part I – Municipal Law Enforcement Foundations            Part II - Advanced Municipal Law            Part III – Continuing Education (15 courses)            Part IV – Environmental Noise</p>	
<p><input checked="" type="checkbox"/> <b>License or Professional Designation</b></p> <ul style="list-style-type: none"> <li>• C.B.C.O. Certification and Provincial designation &amp; qualification an asset</li> <li>• Certification –Certified with the Ministry in order to review applications, issue permits and inspections.</li> </ul>	
<p>Is it a requirement of your job to keep “up-to-date” by reading or taking courses/seminars?</p> <p><input checked="" type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	
<p><b>Discussion:</b> Other Courses as required.</p>	

## 2) Required On-The-Job Training

Specific Internal Training	Months to Complete
- O.B.O.A. Training	Annually
- O.B.O.A. Chapter Meetings	Annually
- Ministry Training Course and Exam	Annually
- Provincial Certification of Qualification in Code Proficiency.	Annually
- Municipal Law Enforcement Officers Assoc. Membership	Annually

## 3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"> <li>- Five years' experience in building construction field and/or equivalent education</li> <li>- Five years' experience in municipal building code inspection and enforcement.</li> <li>- Previous municipal experience would be an asset.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 5 years of work experience as a building inspector and / or CBO in a municipal setting.</li> </ul>

## 4) Other Key Skills:

<ul style="list-style-type: none"> <li>- Good organizational skills and the in scheduling priorities to manage time.</li> <li>- Strong ability to work under pressure, manage multiple tasks/projects and function effectively in a high volume workplace with constant deadlines.</li> <li>- Advanced problem solving and conflict management skills.</li> <li>- Good communication and interpersonal skills.</li> <li>- Good report writing and presentation skills.</li> <li>- Good computer literacy skills.</li> <li>- Ability to read and understand plans, blueprints, building drawings and specifications, and knowledge of construction techniques and systems.</li> <li>- Supervisory and leadership skills to plan, organize, and coordinate the work of staff</li> </ul>
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## 5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Continuously	Keep things on track.	Verbal
Co-workers (other dept.)	Occasionally		
Supervisor (my dept.)	Frequently		
Supervisor (other dept.)	Occasionally		
Depart. Head (my dept).	Frequently		
Depart. Head (other dept.)	Frequently		
Staff in other municipalities	Occasionally		
Administrator	Occasionally		
Ratepayers	Frequently		
Children/Students	N/A		
Seniors	Seldom		
Supplier	Seldom		
General Public (Not residence)	Occasionally		
Business representatives	Seldom		
Consultants, Engineers, Planners	Continuously		

Conservation Authority	Frequently		
Auditors	Occasionally		
Solicitors	Seldom		
Funding Organizations	Occasionally		
Government Officials	Occasionally		
Boards	Occasionally		
Council (your own)	Occasionally		
Council (other municipalities)	Occasionally		
Media	Seldom		
Ratepayers Groups	N/A		

- Interpersonal skills:**
- Extending common courtesy;
  - Handling complaints and working cooperatively;
  - Responding to basic needs and dealing with customer requests;
  - Identifying issues and dealing with customer concerns;
  - Resolving customer conflicts (major or minor);
  - Advising; consulting; persuading and mediating;
  - Teaching/training and counseling staff;
  - Negotiating and communicating in difficult or complex situations.

**6) Decision Making**

- Responsible for overall management of the Building Department and By-law Enforcement and compliance.
- Representing the municipality during court appearances to seek compliance, mediation and/or convictions.
- Responsible for decisions concerning daily inspection activities.
- Ability to maintain periods of high concentration and intensity to interpret legislation, and be able to research and interpret regulations.
- Must be able to interpret "intent" of all by-laws.
- Good ability to exercise tact, discretion and confidentiality.
- Using common sense and having extensive knowledge of the building code.
- Blends theoretical knowledge with practical know how without compromising building standards.
- Applies judgment to problems arising from building problems in a variety of large and complex building projects.
- Decision making involves applying rules fairly to all situations.

**7) Problem Solving Responsibilities**

- Must be able to mediate.
- Must be able to determine if construction meets intent of Ontario Building Code.
- Must be able to determine path of planning application.

**8) Equipment & Technology Utilized**

- Computer, tablet, printer
- Laser level.

## Section C: Responsibility

### 1) Program Delivery

- Overall Department responsibility for Building services.
- Administer and enforce the Ontario Building Code Act, relevant provincial regulations and municipal by-laws pertaining to construction ensuring compliance with all applicable law.
- Maintain good working relationships with contractors, property owners and the public, explaining building requirements and promoting voluntary compliance with standards.

### 2) Impact and Accountabilities

- Accountable to the CAO for fulfillment of responsibilities.
- Maintain budget for Building & By-law Enforcement.
- Maintain accounts fee and trust accounts.
- High potential for legal liability.

### 3) Supervision

Direct Subordinates – Job Titles	Number of Staff
Building Inspectors & DCBO	2-3
Administrative Assistant – Building & By-Law	2
By-Law Enforcement Officer	1
Indirect Subordinates – Job Titles	Number of Staff
Provides training/instruction to others – Job Titles	Number of Staff

### 4) Material and Information Resources

- Maintain accurate information, data and files.
- Keep up-to-date on changes in legislation (Provincial).

### 5) Financial Resources

- Prepare building department budget and planning.
- Recommend to Council changes to Building fees and charges.
- Responsible for department spending authority within the approved annual budget.

## Section D: Working Conditions

### 1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting				x	
Standing		x			
Noise Exposure			x		
Adverse Temperature		x			
Pushing/Pulling	x				
Lifting/Carrying	x				
Dust		x			
Odors		x			

### 2) Health & Safety Hazards

- Considerable portion of time spent outdoors and on construction sites where enforcement of safe work practices and public safety measures area must.
- Working outside in all weather conditions; must be physically capable of working varying conditions.

### Health and Safety Responsibilities

- Ensure that the provisions of the O.B.C. are met with respect to all buildings with reference to public- health, fire protection and structural safety.
- Departmental responsibility for ensuring subordinates work safely and follow rules, training, and discipline as required.
- The primary purpose of the O.B.C. is the promotion of public safety.
- Must conduct work in a safe fashion on a variety of construction sites.

### 3) Travel

- 90% within the Township and 10% to external meetings, training and conferences.

### 4) Driving

- 10% of work time.



## 5) **Mental Environment**

- Frequently dealing with builders, ratepayers, general public, lawyers, industry personnel, internal staff, conservation authorities, Ministry officials, associations and Council.

## **Section E: Effort**

### 1) **Mental Effort**

- Concentration, reading, accuracy, attention to detail.
- Finding a compromise at times.
- Planning policies not always easy to find the right answer.
- Making final decisions related to building related issues as the Chief Building Official for the Township.

### 2) **Physical Effort**

- Physically capable of working in varying conditions – outdoors and on construction sites with the potential physical hazards.
- Being able to climb around rough terrain and ladders on job sites.

## **Section F: Additional Information**

- Valid Class 'G' Ontario driver's license is required.

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

## **Supervisor Comments**

I have reviewed this job description with the employee and make the following comments.

**Job Position:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**CAO:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_