

Township of Southgate

Job Description

Date of Update: June 24, 2024	Deputy Chief Building Official
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Section A: Position Description

1) Position Identification

Job Title: Deputy Chief Building Official	Supervisor's Job Title: Chief Building Official & Director of Development & Community Services
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: 7

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

Under the guidance and direction of the Chief Building Official (CBO), the Deputy Chief Building Official (DCBO) will exercise and perform duties under the Building Code Act, Ontario Building Code and Municipal By-Laws in connection with reviewing plans, inspecting construction, and issuing orders, in an independent manner and in accordance with the standards established by the applicable laws. In the absence of the CBO, the DCBO assumes full responsibilities of the CBO for the Township as set out in the Ontario Building Code.

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

Key Responsibilities	Tasks	Perc ent of Time
Program Services	<ul style="list-style-type: none"> - Administers and enforces the Ontario Building Code Act, relevant to provincial regulations and municipal by-laws pertaining to construction compliance with all applicable law. - Responds to inquiries from the public concerning construction proposals and provides information on applicable planning requirements (i.e. zoning), work with planning staff as appropriate. - 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. - Issues permits, inspects all phases of construction including initial occupancy of buildings. - Works with architects, engineers and other professionals to ensure plans meet code requirements. - Supervises building inspectors with the responsibility of providing guidance, training, development, health and safety, and management of day to day operations. 	40%
Inspections	<ul style="list-style-type: none"> - Inspects all phases of building construction. - Inspection of initial water and sewer property connections. - Inspects septic installations to ensure compliance. - Ensures proper inspection documents are on file for each permit issued. 	35%
Absence of CBO	<ul style="list-style-type: none"> - Supervises Building Administrative Assistant with the responsibility of providing guidance, training, development, health and safety, and management of day to day operations. - Ensures all department staff operate within the confines of Southgate policies and procedures. - Reviews and signs off on compliance letters to lawyers. - Attends Council, Committee, Planning, Development, Leadership and other meetings (day or night) as required. - May need to report building permit and department activity statistics to Council, including by-law enforcement data. - Provides safe and proper equipment, standard operating procedures, supervision and safety communication (including written instruction), and current MSDS sheets. 	

Key Responsibilities	Tasks	Percent of Time
Non-Compliance	<ul style="list-style-type: none"> - Takes steps to seek voluntary compliance and if necessary takes legal steps to require compliance with the Building Code. - 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. - Supports the Police and other agencies in their investigations related to Building and By-law Enforcement related issues. - Works with Planning staff to confirm property zoning and/or acquire approvals if required. - Works with Planning and Conservation Authority staff to confirm building envelop compliance and/or approval if required. 	15%
By-Law Enforcement	<ul style="list-style-type: none"> - Assists the By-Law Enforcement Officer with conducting inspections and investigations in relation to public complaints and reported or observed violations. 	5%
Other	<ul style="list-style-type: none"> - Performs all other duties as assigned by Supervisor. - Represents the Municipality when performing day-to-day duties (i.e. contact with public). - Responding to public enquiries in a timely manner. 	5%

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 checked="" type="checkbox"/> Individual Courses	Complete a college program in architectural or engineering technology or trade certificate
<p><u>Building Qualifications:</u> Required: CBO Legal, House, Small Buildings, Septic, Plumbing House, Building Services, Plumbing All Buildings. Considered an Asset: Complex Buildings, Fire Protection, Large Buildings, Building Structural.</p> <p><u>By-law Enforcement Qualifications:</u> Part I – Municipal Law Enforcement Foundations considered an asset</p> <p><input checked="" type="checkbox"/> License or Professional Designation</p> <ul style="list-style-type: none"> • Possess or in the process of obtaining C.B.C.O. Certification and Provincial designation & qualification • Certification –Certified with the Ministry in order to review applications, issue permits and inspections. <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>Discussion: 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	As Required
- Ministry Training Course and Exam	Annually
- Provincial Certification of Qualification in Code Proficiency.	Annually
- Municipal Law Enforcement Officers Assoc. Membership	As Required

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"> - Experience in building construction field and/or equivalent education - Experience in municipal building code inspection and enforcement. 	<ul style="list-style-type: none"> - Minimum 3 years of work experience as a building inspector and / or CBO in a municipal setting.

4) Other Key Skills:

- Good organizational skills and the in scheduling priorities to manage time.
- Strong ability to work under pressure, manage multiple tasks/projects and function effectively in a high volume workplace with constant deadlines.
- Advanced problem solving and conflict management skills.
- Good communication and interpersonal skills.
- Good computer literacy skills.
- Ability to read and understand plans, blueprints, building drawings and specifications, and knowledge of construction techniques and systems.
- Supervisory and leadership skills to plan, organize, and coordinate the work of staff

5) Key Relationships (Contacts)

Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Frequently	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	Occasionally		
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	N/A		
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

- In the absence of the CBO, responsible for overall management of the Building Department.
- 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.
- Ability to exercise tact, discretion and confidentiality.
- Have 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
- Laser level.

Section C: Responsibility

1) Program Delivery

- 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 CBO and / or Director of Development & Community Services for fulfillment of responsibilities.
- High potential for legal liability.

3) Supervision

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

4) Material and Information Resources

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

5) Financial Resources

- Recommend to Management changes to Building fees and charges.
- Recommend purchases in relation to Building Department.

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

- 20% 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 in the absence of 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: _____