



## Town of Erin

**Building / Planning / By-law Enforcement Department**

### **CHIEF BUILDING OFFICIAL**

*Job description and duties are currently under review*

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**Department:** Building / Planning / By-law Enforcement Department

**Position Title:** Chief Building Official

**Reports To:** Chief Administrative Officer

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#### **PURPOSE OF POSITION**

To provide working supervision to all operations and staff of the Building, Planning and By-law Enforcement Department, including the Building Permit Review and Approval Process and Field Building Inspection Services pursuant to the Ontario Building Code, the Planning and Development processes including Official Plan and Zoning Bylaw Amendments, Minor Variances, Site Plan Control and Zoning Administration, and Bylaw enforcement activities including but not limited to the Property Standards By-Law, Site Alteration Bylaw, Zoning Bylaw, Demolition Control Bylaw, Anti-Fortification Bylaw, conditions of Subdivision Agreements and Conditions of Site Plan and Grading Control and other inspection services as required by changing legislation and regulations.

#### **Overall Scope of Position**

Assumes full responsibility and accountability for ensuring legislated compliance with the requirements under various Ontario Laws (and Regulations) such as, but not limited to: the Ontario Building Code Act, the Planning Act, and the Municipal Act. Reviews current Town by-laws and policies to ensure compliance, and recommend improvements.

It is expected that in addition to managing staff, that the incumbent in this position will provide front-line services such as conducting building inspections, on-site visits, to ensure compliance with the Ontario Building Code Act, along with other administrative duties

## People and Financial Management

- Provides leadership, supervision, advice and guidance to departmental staff and County Planners.
- Works collaboratively with the staff and public to ensure excellence in customer service delivery.
- Manages staff workload to ensure the efficient operations of the department and timely delivery of objectives, including responsibility for data management within the Keystone Building Permit System.
- Establishes goals and objectives for departmental staff, including promoting on-going training and professional development.
- Responsible for the efficient and effective administration of municipal service and permit fees.

## Major Responsibilities

- Possess a thorough understanding and extensive knowledge of the regulations and enforcement relating to the Building Code Act, the Ontario Building Code, and other applicable law such as Ontario Fire Code, Planning Act, Heritage Act, and the Health and Safety Act the Provincial Offenses Act, Environmental Protection Act, Drainage Act, Source Water Protection Act, Clean Water Act, Municipal Freedom of Information and Protection of Privacy Act.
- Thorough working knowledge of the enforcement of municipal By-laws relating to such items as: Zoning, Signage, Pool Enclosures, Development Charges, Property Standards, site alteration, Fencing, Cash in Lieu, Encroachment, Purchasing, Site Plan Control, Drainage, Demolition Control, Fortifications, etc.
- Possesses an in-depth knowledge and practical technical experience in all aspects related to the design and construction of buildings (architectural, engineering, plumbing, mechanical, structural, fire control, etc.
- Possesses a thorough understanding of Building Department operations, along with the enforcement process and procedures relating to the Ontario Building Code – typically gained from previous experience as either a Chief Building Official or a Building Inspector.
- Possesses expert knowledge of methods of construction and management, including the ability to read and understand blueprints.
- Coordinates various capital asset studies, and demonstrates proficiency in specification writing and the preparation of construction cost estimates.
- Proven experience in leading, motivating, developing and guiding staff in the delivery of plan review permit approvals, zoning information and counter client services, in addition to directly providing front-line services.
- Administers site plan control.
- Responsible for the issuing of building, demolition, septic and pool enclosure permits; responding to technical enquiries; providing advice to the public regarding the general construction practices, the Ontario Building Code, municipal by-laws and all other pertinent legislative requirements. Also responsible for issuing required compliance letters, including but not limited to: stop work orders, order to comply, unsafe condition orders, orders not to cover, orders prohibiting occupancy.

- Demonstrated experience and knowledge of the Development Review processes (Official Plan and Zoning Bylaw Amendments, Site Plan Control Approval, Subdivision Control, Committee Adjustment, source water protection, Demolition Control) and their integration with Building Permit processes and heritage designations.
- Supervises the administration of permit and approval process for, and on behalf of various other departments including the efficient collection of deposits and securities, lot grading & drainage, etc along with the calculations and collection of fees / receipts from other departments
- Demonstrates good letter and report writing skills and the ability to write Council Reports as well as issue various Orders as required under the Building Code Act for non-compliance; prepare written orders, and documents the reasons for their issue.
- Responds to inquiries and investigates complaints of non-compliance, and issues orders as required.
- Administers and enforces the Demolition Control Bylaw pursuant to the Planning Act.
- Assess planning and forecasting revenues and expenditures to develop annual and long term budgets and business plans.
- Develops and implements relevant policies affecting the Building /Planning and Bylaw Enforcement Department and employees, and ensures that building employees are trained on the implemented policies as well as changing legislation and regulations.
- Ensures consistent and efficient staffing and workload, while sharing the Building /Planning and Bylaw Enforcement Department workload, establishing goals and objectives, and performs staff performance appraisals.
- Provides advice and recommendations to the CAO relating to the strategic direction of the Building /Planning and Bylaw Enforcement Department. Also provides advice regarding operations and technical issues related to administration and enforcement of the building and bylaw regulatory regime.
- Possesses a demonstrated knowledge of the policy development process.
- Makes recommendations for achieving corporate objectives related to the maintenance and repair of municipal buildings, as well as design and implementation of Township building related projects. .
- Is familiar with all applicable health and safety legislation with actual and potential danger to health and safety in the workplace, as well as appropriate actions to ensure health and safety in accordance within applicable legislation and Township policies and procedures.
- Proficient in the use of various programs such as: Microsoft office, Keystone, Bluebeam Revu, and ArcGIS/Map.
- Attends Council meetings.
- Performs other duties as may be assigned.

## Position Requirements

### *Education*

- Successful completion of post-secondary training in a related field (ex. Civil Engineering, Structural Engineering, or Engineering / Architectural Technology).
- Designation as a Certified Building Code Official (CBCO) as described in the Ontario Building Code Act, and a member in good standing with the Ontario Building Officials Association.
- Registered Building Official with Ministry of Affairs and Housing (MMAH).
- Successful completion of the provincial qualifications and courses as defined under the Building Code from the Ministry of Municipal Affairs and Housing (MMAH): General Legal / Process (Chief Building Official); House; Small Buildings; Plumbing House; Plumbing All Buildings; Large Buildings. Building services, Structural, and Legal duty of the CBO.

### *Experience*

- Minimum of 5 years of Municipal experience as a Building Official in the commercial, industrial, residential and farm construction, 2 years of which should have been in a managerial or supervisor capacity.
- Thorough knowledge of regulations and legislation related to the building construction and development industry.
- Experience with staffing and employee issues is desirable.
- Previous experience as a Chief Building Official is highly desirable.

## Working Conditions and Environment

- The incumbent in this position will be expected to regularly visit sites outside of the Town Hall office. Therefore, the incumbent should expect to, on occasion, be subject to inclement weather conditions in the performance of their duties. Normal office hours are 8:30am-4:30pm, Monday through Friday, however the incumbent will also be expected to attend Council meetings outside of normal business hours.
- Given the nature of this position, the incumbent is required to have a Valid class "G" Ontario Driver's License in good standing.
- There is a potential for having to handle tense and disruptive situations when dealing with controversy and disputes.

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The forgoing represents a reasonable statement of the requirements of this position.

Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications.

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