



Position Description DEPUTY CHIEF BUILDING OFFICIAL

Position Information

Position Title:	Deputy Chief Building Official
Department:	Planning and Building Department
Reports To:	Director, Planning and Building
Hours of Work:	Monday to Friday office hours with occasional evenings
Date Completed:	March 17, 2020
Date Revised:	October 1, 2021

Reason for Submission

New Position:	Provides support to the Director of the Planning and Building Department and community stakeholders
Change in Responsibilities:	
Other (specify):	

Position Summary

The Deputy Chief Building Official assists in all matters relating to administration and enforcement of the Ontario Building Code, Act, Building By-law, Property Standards By-law, and other relevant Municipal and Provincial Statutes. The Deputy Chief Building Official reviews building permit applications and issues building permits, inspects building during construction, guides the public on the permit process. The Deputy Chief Building Official would also perform the statutory duties of the Chief Building Official in ensuring compliance with provisions pursuant to the Building Code Act and the Ontario Building Code in the absence of the Chief Building Official.

Key Accountabilities

Identify the key areas of responsibility then for each area describe the accountabilities. For each area of responsibility provide the Key Performance Indicators (KPIs).

Accountability Description	Key Performance Indicators
Outreach: <ul style="list-style-type: none">▪ Promote services delivered by the Township, particularly the Planning and Building Department.▪ Develop and maintain a contact network with professionals in the field and counterparts in other municipalities.	<ul style="list-style-type: none">▪ Participation in external Committees and Networking Groups

<ul style="list-style-type: none"> ▪ Represent the Department with individual residents, community groups/associations, developers, persons of commercial interests, architects, builders, engineers and consultants. ▪ Directs applicants to appropriate parties to ensure compliance with third party requirements such as; installation and inspection of private sewage treatment systems, conservation authority requirements and County roads. 	<ul style="list-style-type: none"> ▪ Provides information and education in relation to the services and legislated requirements.
<p>Operations:</p> <ul style="list-style-type: none"> ▪ Identify and track best practices and trends/advances in the fields of building plan examination, permits and inspection and Ontario Building Code, Act and Township By-law enforcement for possible application in the Building Department. ▪ Review building plans and specifications, advising applicants on changes necessary to achieve conformity to the Building By-law and Ontario Building Code. ▪ Review and process permit applications according to established time schedules, collection of fees for building permits, development changes. ▪ Monitor projects and ensure they are completed according to regulations and plans; interpret by-laws, regulations and the Code for contractors, tradesmen and the public as required. ▪ Inspect and issue the appropriate Building Code orders in a correct, clear and concise manner whenever violations are found and ensure that the violations are corrected to satisfy the provisions of the Ontario Building Code and Building by-law. ▪ Examine Building Code orders that are issued, ensuring they are in accordance with established procedures, i.e. preparation of evidence, presentation of documentation and recommendation of penalties before a judge, justice of the peace. ▪ Provide technical advice to the public, Township Staff and Council regarding 	<ul style="list-style-type: none"> ▪ Site inspections are conducted according to established schedules and needs. ▪ Record of inspections and orders are completed and communicated in a timely fashion and are up to date ▪ Building Code orders issued and corrective action taken to correct violations. ▪ On-time submission of reports. ▪ Provides guidance, direction and support to Building Inspectors in the Department. ▪ Provide information and guidance to the Director as required in a timely manner.

<p>interpretation and application of the provisions of the Ontario Building Code, Building Code Act and Township's By-laws.</p> <ul style="list-style-type: none"> ▪ Performs other duties as assigned. ▪ Complies with all Health and Safety requirements and Employee Code of Conduct and other Township Policies. ▪ Provides direction and support to Building Inspectors. ▪ Serves as the Chief Building Official when the Chief Building Official is absent. 	<ul style="list-style-type: none"> ▪ Is aware of and demonstrates the responsibilities and accountabilities of the Employee Code of Conduct. ▪ Demonstrates awareness of personal responsibility for Health and Safety and that of public and co-workers. ▪ Present and available to take on CBO role when CBO is absent.
<p>Leadership:</p> <ul style="list-style-type: none"> ▪ Provide day-to-day leadership to and supervision of direct reports in the Building Section of the Department (i.e., Inspectors), outside consultants and contractors/suppliers; assist the Director in the general management of the operations and service delivery of the Department. ▪ Demonstrates leadership through CBO Ethical Standards and the Code of Conduct for Building Officials. ▪ Maintain CBCO (Certified Building Code Official) Certification through the Ontario Building Officials Association. 	<ul style="list-style-type: none"> ▪ Regular mentorship meetings with direct reports on career development, training and work in progress. ▪ Recognizes efforts of others. ▪ Communicates directly and clearly. ▪ Actively promotes and demonstrates integrity and ethical behaviours as described in the Code of Conduct for Building Officials. and Employee Code of Conduct. ▪ Maintenance of minimum points per cycle for CBCO certification

Knowledge, Skills & Experience

Identify the minimum education and experience required along with required and preferable skills.

<p>Education</p>	<ul style="list-style-type: none"> ▪ Post-secondary education in Construction Engineering or Architectural Technology, or an equivalent field. ▪ Certified Building Code Official with the Ontario Building Official Association (OBOA) is preferred. ▪ Completion of the Ministry of Municipal Affairs and Housing Examinations for legal processes for a Chief Building Official. ▪ Completion of the Ministry of Municipal Affairs and Housing Examinations for all Building Code technical qualifications is preferred.
<p>Experience</p>	<ul style="list-style-type: none"> ▪ Minimum of five (5) years relevant experience in building inspection or an acceptable combination of equivalent experience and education. ▪ Experience in a municipal environment preferred with a working knowledge of the administrative requirements of planning and building regulations.

<p>Skills</p>	<ul style="list-style-type: none"> ▪ Ability to read and interpret construction drawings, engineering/surveyors' reports. ▪ Extensive knowledge of computer software such as Microsoft Suites, GIS, CloudPermit etc. ▪ Knowledge and understanding of the Building Code Act, Ontario Building Code, Planning Act, municipal by-laws, other legislations and applicable Municipal, Provincial and Federal Laws. ▪ Strong mentorship and coaching skills. ▪ Excellent analytical, interpersonal, problem solving and communication skills. ▪ Able to interpret and share technical information in an easy to understand way.
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Approvals:

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Approved By: _____
Director

Approved By: _____
Chief Administrative Officer

Date: _____