



THE CORPORATION OF THE TOWNSHIPS OF BRUDENELL, LYNDOCH AND RAGLAN

JOB DESCRIPTION

POSITION TITLE: Chief Building Official (CBO)

DEPARTMENT: Building

REPORTS TO: Clerk Treasurer

HOURS OF WORK: Full Time Permanent Position, 40- hour work week, possibility of afterhours work to conduct inspections.

POSITION SUMMARY:

Reporting to the Clerk-Treasurer at the Township of Brudenell, Lyndoch and Raglan, the Chief Building Official (CBO) is responsible for the general administration of building services for the Township which includes reviewing building applications for applicable law, making decision on the issuances of building permits and performing inspections of buildings and structures, including septic systems in accordance with the requirements of the Ontario Building Code Act, the Ontario Building Code and ensuring compliance with applicable law under the Building Code and other Applicable legislation. Responding to resident complaints and issuing citations when required.

QUALIFICATIONS:

- Possess a Building Code Identification Number (BCIN) and have successfully completed, or in the process of completing, the following Ministry of Municipal Affairs and Housing (MMAH) examinations: Power and Duties of CBO; House; Plumbing – House; On-site Sewage Systems; Small Building
- Knowledge of construction techniques and is required to carry out inspections and determine inadequacies relative to standards established in the Ontario Building Code.
- Minimum of two years' experience in a Municipal Building Department or similar setting with working knowledge of the Building Code Act, Ontario Building Code, and related legislation is an asset
- Prior experience as a Chief Building Official or Building Inspector is an asset
- Strong communication skills (written, verbal and graphic) to advise the public and members of the building industry of interpretations of laws and regulations, provide assistance and direction on various options of compliance. Literacy skills must be adequate to compose reports, correspond with the public and other governmental agencies.
- Computer literacy is required; knowledge of office management procedures is required to maintain easily accessible and useable records.
- Must hold and maintain a valid 'G' license.
- Physical Skills:
 - Requires manual dexterity to operate computer and other office equipment as necessary.
 - Requires adequate physical condition to safely conduct inspections on all parts of buildings and construction sites. Must possess sufficient personal mobility to permit independent visiting and inspections of sites where potential violations have occurred.

DUTIES:

1. Manage the application, compliance/enforcement of Provincial Statutes and regulations thereunder of the Ontario Building Code, the Building Code Act, Building By-law, Plumbing Code and Sewage Systems and all other applicable laws as they apply to buildings, structures and sewage systems:
 - Process building permit applications within the time frame required pursuant to applicable legislation. If Permit Application is refused, explain in writing to the applicant all of the reasons for refusal.
 - Ensures that all mandatory inspections required by the Ontario Building Code, documenting and deficiency in writing as they relate to permits issued or regulations violated.
 - Interpret provisions of zoning by-laws, the building by-law and the Building Code Act as they apply to the use and occupancy of buildings and lands.
 - Determine adequacy of compliance alternatives under certain sections of the Ontario Building Code and the Building Code Act.
 - Reviews drawings and specifications submitted with application. Ensures their compliance with Township records, zoning by-laws, any other applicable law, and the Ontario Building Code.
 - Writes inspection reports, maintains records and executes any required orders and notices and ensures that compliance is obtained.
 - As required issues stop work orders, orders to comply and notices of violation
 - Liaises with members of Council to present, advise on Building Code and Services matters; liaises with Township Solicitor regarding legal documents, deeds, agreements, by-laws, etc.
 - Ensures the timely and appropriate response and subsequent action to all public and political enquires.
2. Administration and Resource Management:
 - Compiles reports on department activity and for presentation to Township Council as directed.
 - Prepares and submits reports as required to other agencies, i.e. MPAC, StatsCan, New Home Warranty Program.
 - Calculates the building permit fees and ensures their collection.
 - Prepares annual budget estimates for the Building Services operations
 - Accountable for all expenses incurred and ensuring compliance with Township policies.
 - Responsible for equipment, material and vehicles utilized
 - Ensures the safety, maintenance and management of all records through a records retention By-law.
 - Keeps files complete with all inspection reports and related documentation.
 - Assists the Clerk-Treasurer in research for policies and in policy interpretation as required. Continuously works to update building services policies.
3. Civic Addressing
 - Receive address requests from residents
 - Onsite measurements to determine appropriate numbering sequences
 - Order and install civic address signage
 - Update civic address mapping through County of Renfrew as required
4. Other duties as assigned from time to time.

WORKING CONDITIONS AND CONTROL OVER WORK SCHEDULE:

- Works in an office environment as well as on construction sites to carry out site inspections.
- Deals with the public and may be exposed to abusive language and threatening behavior.
- Physical Demand: walking, climbing ladders/stairs, bending/stooping/crouching
- May be exposed to hazards within unsafe buildings such as noise, heights, overhead construction, sharp objects, chemicals, odors, fumes, heavy equipment, trenches and excavations; may be required to drive in various weather conditions.

- Required to work under strict deadlines; Inspections outside of regular work hours may be required
- Travel within the municipality required

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.