

## **JOB DESCRIPTION**

### **CHIEF BUILDING OFFICIAL**

**REPORTS TO:** Director of Planning & Development

**SUBORDINATE POSITIONS:** Building Inspector  
Building Secretary (Indirectly)

#### **SUMMARY OF FUNCTION:**

Provides the administration and enforcement of the Ontario Building Code Act, Ontario Plumbing Code, and municipal building by-law including the issuance of permits, inspections and enforcement. Provides advice and assistance to public, Council and Committee on the Building Code and Building Code Act.

#### **TASKS:**

1. Responsible for the administration and enforcement of the Building Code, Plumbing Code, and the regulations thereunder.
2. Manages Building Services to ensure the enforcement function is consistently covered and that there is a consistent interpretation of policy, procedures and practices.
3. Responsible for reviewing applications and ensuring that the building plans and specifications conform to the codes and other applicable laws and statutes. Responsible for the issuance of building permits, stop work orders, orders to comply, etc.
4. Schedules and assists in conducting site inspections; prepares and supervises written reports for all completed inspections, and maintains inspection log for all building permits issued.
5. Supervises the activities of the Building Inspector.
6. Responsible to ensure that reports and site inspections are conducted to administer residential rehabilitation programs and other similar programs.
7. Provides assistance and information to the public, designers, and builders concerning the requirements of the Ontario Building Code.
8. Ensures enforcement of the Building Code, including the preparation of summons, court briefs and represents the municipality in court proceedings under the general direction of the municipal solicitor.
9. Ensures staff has training and education in requirements of Provincial legislation and work and legal responsibilities.

### **TASKS (Cont'd):**

10. Research and complete Municipal Records Searches as they relate to the Building Department and advise on the status of work completed for mortgage and re-sales.
11. Provides monthly and yearly statistical reports and, when requested, attends Committee and Council meetings.
12. Attends department meetings.
13. Performs other duties as required.

### **SKILLS:**

- Requires accreditation as Certified Building Code Official (C.B.C.O.).
- Requires five years of municipal experience.
- Requires a thorough understanding and knowledge of the intent and content of the Building and Plumbing Codes and municipal by-laws.
- Requires the ability to read and understand plans, blueprints and building construction drawings and specifications.
- Requires the ability to communicate and explain, both verbally and in writing, the requirements of the building process in clear and concise manner with Councils, Committee, other departments and the public.
- Requires the organizational and management skills and responsible experience in the management of building services.
- Requires the ability to deal in a congenial and effective manner with complaints and problem resolution.

### **EFFORT:**

- Job requires judgement in applying standards.
- Job involves mental and visual concentration.
- Job requires considerable travel.
- Job requires some physical exertion.
- Normal workweek – 35 hours.

### **WORKING CONDITIONS:**

- Working environment contains moderate risks or discomforts, additional safety precautions are required.
- May be subject to inclement weather conditions while conducting site inspections.
- May be required to attend evening meetings.

Prepared: July 12, 1993

