



Chief Building Official - Job Description

Job Information

Title:	Chief Building Official
Department:	Building, By-Law Enforcement, Emergency Management, Planning (short form: Building/By-Law Department)
Immediate Supervisor:	Clerk-Administrator
Rate of Pay:	Per Staff Salary Grid
Hours of Work:	35 Hours per Week

Job Summary

The Chief Building Official (CBO) manages the Building/By-Law Department and is responsible for the effective and efficient delivery of its services, including building permit review/approval processes, and field building inspections pursuant to the *Ontario Building Code*; planning applications/processes such as Official Plan and Zoning By-Law amendments, consents, minor variances, site plan control and zoning administration; by-law and property standards enforcement; and other inspection services as required by changing legislation and regulations.

The CBO acts as the municipality's Community Emergency Management Coordinator (CEMC) and thus is responsible for the Town's Emergency Management Program, including maintenance of the Emergency Management Plan, training programs and exercises, public education and such other duties and responsibilities as outlined in the Act. The CBO will also co-manage the municipality's airport, a certified aerodrome.

The CBO provides advice and technical guidance to the Clerk-Administrator and Council regarding building, by-law enforcement, emergency management, planning and other departmental matters; assists with the development and update of the long-term asset management plan; prepares and monitors the department's annual budget; and ensures compliance with the policies and plans approved by Council as well as various legislation.

The Chief Building Official is an effective team member whose contributions assist in the achievement of organizational objectives.

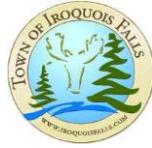
Organizational Status

The Building/By-Law Department manages the delivery of building, by-law enforcement, emergency management, and planning services; co-manages airport services; and ensures the care and maintenance of certain municipal facilities.

The Department works closely with other municipal departments and provides assistance to them as required.

Essential Duties and Responsibilities

1. Oversee the activities of the Building/By-Law Department including building permit review/approval processes, building inspections, planning applications/processes, by-law and property standards enforcement, and facility maintenance.
2. Ensure building applications are complete; permits are issued and inspections completed within the prescribed timeframe as mandated by the *Building Code Act*; and building permit fees are charged correctly and collected.
3. Administer and enforce the Ontario Building Code, Plumbing Code, Property Standards By-Law, and all other relevant By-Laws.
4. Develop and implement procedures and programs for building and by-law enforcement purposes.
5. Provide direction, guidance and supervision of staff in the Building/By-Law Department.



6. Ensure all buildings in the Town of Iroquois Falls are constructed to the minimum standards of the Ontario Building Code.
7. Perform plans examination for construction or alterations of buildings of residential, commercial, institutional and industrial to ensure compliance with all applicable codes.
8. Ensure planning applications are complete and processed within the prescribed timeframe as mandated by the *Planning Act*; and planning fees are charged correctly and collected.
9. Prepare all departmental tenders, requests for proposals, and requests for quotations and award all works in accordance with the Town's procurement policy.
10. Ensure all contracts are being fulfilled and verify all works are completed as per the contracts.
11. As the Community Emergency Management Coordinator (CEMC), oversee the Town's Emergency Management Program, including maintenance of the Plan, training programs and exercises, public education and such other duties and responsibilities as outlined in the Act; and report to the Emergency Management Program Committee your work with respect to the development and implementation of the Program.
12. As co-manager of the Airport, ensure the integrity and efficiency of airport operations; issue Notice to Airmen (NOTAMS) when required; monitor maintenance and/or construction projects and programs, and the general day to day maintenance of the facility; monitor and manage compliance with Canadian Aviation Regulations (CAR's), Aerodrome Security Measures, (ASM's), as applicable; and complete or review all reports, forms and logs pertaining to operations activities for accuracy and completeness, including Aircraft Movement and Surface Condition Reports, Canadian Runway Friction Index Reports, etc.
13. Prepare departmental reports, recommendation reports, issue reports, draft policies and by-laws for presentation to Council;
14. Attend and participate in Council, committee and other meetings. Provide advice and respond to questions as required.
15. Responsible for long term planning for the department including the preparation of plans and implementation of plan recommendations (i.e. asset management plan).
16. Determine and prepare the Building/By-Law department draft budget (operating and capital). Provide additional information as may be requested by the Treasurer, Clerk-Administrator or Council with respect to budget submission.
17. Review monthly financial reports and where necessary, take necessary corrective measures to remain within budget.
18. Ensure compliance with various legislation including the *Building Code Act*, *Emergency Management and Civil Protection Act*, *Municipal Act*, the *Occupational Health and Safety Act*, *Planning Act*, and *Provincial Offences Act*.
19. Ensure the security, integrity and completeness of all records related to infrastructure works and maintenance activities.
20. Respond to inquiries and investigate complaints in an appropriate and timely manner.
21. Participate in CUPE contract negotiations and assist with grievance and/or dispute resolution, as required. Encourage a harmonious working relationship amongst all municipal employees.
22. Assist in achieving corporate excellence through information provision, problem solving and teamwork.
23. Prepare and conduct employee performance evaluations. Provide effective and regular feedback to subordinates as part of ongoing performance management of staff.
24. Participate in all departmental hiring processes and ensure staff are appropriately trained.

Required Education / Work Experience

1. Minimum of a post-secondary education with an emphasis in construction or architecture;
2. Registered Building Official with the *Ministry of Municipal Affairs and Housing* (MMAH);



3. Successful completion of provincial qualifications as required under the Building Code Act and as administered by the *Ministry of Municipal Affairs and Housing* (MMAH);
4. 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;
5. Minimum five years of directly related work experience in building and planning, experience in by-law enforcement services will be considered an asset;
6. Minimum three years of management experience, including experience in a senior management role;
7. Experience in a municipal environment will be considered an asset.

Skills and Abilities / Work Demands

1. Demonstrated strong leadership and organizational skills with the ability to manage change and direct multiple employees.
2. Excellent networking and interpersonal skills to interact with Council, Committees, senior government officials, management staff, and members of the public. These skills are required to represent the municipality and maintain its prestige and image as well as to provide direction and leadership within.
3. Excellent analytical, research, problem solving, decision making, and negotiation skills.
4. Excellent verbal, written and formal presentation skills.
5. Excellent knowledge of the *Building Code Act*, *Emergency Management and Civil Protection Act*, *Municipal Act*, the *Occupational Health and Safety Act*, *Planning Act*, and *Provincial Offences Act*.
6. Ability to organize and prioritize work in order to meet deadlines.
7. Excellent skills in Microsoft Office including its word processing and spreadsheet applications.
8. Excellent computer skills with the capacity to promptly learn new computer software programs relevant to the proper management of the municipality.
9. Work Environment:
Work in a comfortable office environment with interruptions from Council members, the public and staff. The position requires a high level of activity with numerous year-round deadlines. There is continuous pressure to identify the needs and balance the priorities of Council, staff, and other agencies. Responsibilities associated with providing leadership on policy and procedural matters, maintaining safe working conditions and productive workforces, and presenting an ongoing positive image of the municipality all contribute to a demanding environment.
10. Control over Work Schedule:
 - a) Attend all Council and Committee meetings which may be convened outside of normal working hours.
 - b) Work schedule is subject to shifting priorities of Council and deadlines imposed by legislation or municipal policy.
 - c) Travel outside of the community is occasionally required for the advancement of municipal business and/or workshops and conferences.

Other

The statements contained in this job description reflect general details necessary to describe the principal duties and responsibilities, the education and work experience, and the skills and abilities required. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned as well as work in other departments to cover absences, provide relief, equalize peak work periods, or balance workloads.