

JOB TITLE: Building Official	CLASSIFICATION: Full-time, non-unionized
DEPARTMENT: Management – Building	REPORTS TO: CBO
WAGE: \$32.34 - \$37.84 per hour plus comprehensive benefit package including OMERS	

POSITION SUMMARY

Reporting to the Chief Building Official, the Building Official is responsible for enforcing the rules and regulations of the Ontario Building Code and Building Code Act as it relates to Part 9 buildings through plans review and on-site inspections to ensure standards are met. Working as part of Building Services, you will be responsible for providing assistance to contractors, developers, designers and the public regarding construction projects.

GENERAL:

1. Responding to telephone and counter inquiries regarding building permits and issues from property developers/ owners, contractors, and designers.
2. Conducting inspections, prepare and maintain accurate records of inspections;
3. Exercises powers and performs the other duties assigned to him/her under the Building Code Act and the Building Code.
4. Exercises powers and performs duties in accordance with the standards established by the applicable Code of Conduct.
5. Receives applications at counter and conduct preliminary review of plans to determine completeness and compliance with the Ontario Building Code, Building Code Act and other applicable law.
6. Prepares and files building activity reports to the Municipality, MPAC, Statistics Canada and other Provincial/Federal agencies as required.
7. Ensures that the Municipality's responsibilities under the Ontario Building Code Act, Municipal By-laws and all other relevant government legislation are met.
8. Issues Orders for illegal construction and for non-compliant projects as required, follows up on Orders.
9. Prepares court briefs and assists in the prosecution of offenders, prepares and presents evidence in court as required.

SUPERVISION REQUIREMENTS

This position will be tasked with supervising staff during public education events and inspections as required as well as will be involved in labour relations including hiring, disciplinary meetings, and terminations.

CREDENTIALS/EXPERIENCE REQUIRED

1. Must have successfully completed a relevant diploma from a recognized post-secondary institution or an equivalent combination of education and experience.
2. Successful completion of the most current provincially mandated examination program(s) administered by the Ministry of Municipal Affairs and Housing relating to the Building Code Act, and the Ontario Building Code: CBO or General Legal Process, House or Small Buildings, Plumbing the House or Plumbing – all buildings, HVAC House or Building Services, other qualifications considered an asset.
3. Strong knowledge of legislation, regulations, codes of practice, By-laws and policies that affect municipal building services.
4. Ability to direct, plan delegate supervisory and administrative responsibility and evaluate the work of subordinates.
5. Ability to communicate effectively and establish, maintain and promote a cooperative and harmonious work relationship with others both within and outside the organization.
6. Preparation of comprehensive reports, budgets, correspondence and programs.
7. Good judgment and decision-making skills. Strong written and oral communication skills.
8. Must have excellent verbal and written communication skills and ability to relate to elected officials, peers, and the public in a professional manner.
9. Has frequent contacts for investigations, discussions, often of a sensitive and confidential nature and needs to be able to influence and persuade a person or persons to co-operate and follow the legislation.
10. Must maintain confidentiality including working with confidential matters in all capacities, including in matters related to labour relations including hiring, firing and discipline.
11. Actively participates in closed sessions of Council as required.
12. Will represent the Municipality in legal proceedings and make decisions regarding same as required.
13. Must have a good knowledge of court processes and procedures.
14. Must provide a clean criminal records check and maintain same.
15. Experience using software such as Microsoft Office (Excel, word, outlook)
16. Valid Ontario Driver's license and access to a reliable vehicle.
17. Must have and maintain a clean driver's abstract.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Deal with constant interruptions and changing demands during the course of a workday; occasions whereby an extremely short amount of time is available to complete a project or task
- Wide variety of tasks requiring ability to manage multiple projects; while maintain a pleasant, professional and positive demeanor.
- Requirement for sufficient physical ability and mobility to work both in an office setting and outside including a construction site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull amounts of weight (25 kg); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate office equipment and vehicle.
- Must be in good physical health, and capable of performing all work, including occasional lifting, pushing and pulling heavy objects, working with various chemicals and working in confined spaces.
- Work in all types of weather, times, and environmental conditions and construction sites.
- Working professionally alongside other departments.