



Township of South - West Oxford

JOB DESCRIPTION

January 2012 (approved by Council on July 3, 2012)

This job description summarizes the responsibilities, qualifications, effort and working conditions and key performance indicators related to the position for someone to perform at a satisfactory level. This job description is not about the person but rather about the position. Certain individuals may be over or under qualified for this position. Certain individuals may over or under perform in this position.

Job Title: Chief Building Official

Report to Title: CAO

POSITION DETAILS

Position status: Full time

Department: Building Department

Pay method (Salary or Hourly): Salary

Group Benefits: Yes

Normal workweek: 35 Hour work week

Overtime: Must be preapproved by C.A.O.

On Call: No

Organization Name Values/Vision/Mission Statement

A leader in the development and delivery of municipal services for the growth and well being of our community.

A – RESPONSIBILITIES (includes accountabilities)

To perform this job satisfactorily, an individual must be able to perform each of the responsibilities listed successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these responsibilities.

1) Scope of Position

- Review building permit applications.
- Issue building permits.

- Inspect buildings during construction.
- Guide the public on the permit process.
- Answer questions and liaise with the public during permit process.
- Assist with zoning inquiries.
- Manage maintenance projects for Municipality owned properties.
- Deal with property standards issues.

2) Key Responsibilities

- Customer Service
- Review applications, plans, possible minor variance separation distance calculations, nutrient management strategy approvals, zoning and any other applicable laws/requirements before issuing any permits.
- Inspect structures during construction to ensure the building code is adhered to. Inspect new sewer and waterline connections.
- Handle zoning inquiries and enforce zoning infractions.
- Complete lawyer requests regarding zoning, outstanding work orders and compliance letters.
- All municipal buildings fall under capital project maintenance. Inspect buildings per established schedule. Maintenance tendering related to Municipal buildings.
- Minor building maintenance for Township office building
- Committee meetings for policy development related to the Building Dept. Committee meetings for strategic planning visioning, and for energy committee.

2A Operations and Program Delivery

- Zoning requests - clear direction and advice.
- Plans review - building site plans - stamp approval.
- Issuing permits - building, signs, sewer and water.
- Inspections - for all issued permits.
- Reports - Council and budgets - prepare and maintain.

2B Human Resources

- Directly supervises 2 full time employees.
- Does not indirectly supervise employees.

2C Material Resources

- Municipal vehicle for work related transportation (daily).
- 2-way radio - contact with office and Works Department (daily).
- Computers, cell phone and normal office equipment (daily).
- Responsible for making recommendations for new/updating policies and procedures for the Building Department and property standards and enforcing same.

2D Information Resources

- Management of all property files; blueprints and surveys.
- Safe maintenance/storage of all permitting information; i.e. building applications, sewer approvals, water approvals, etc.
- Ensuring that Copy Right is handled according to copy right laws.
- Hold all permit applications in a confidential manner until a building permit is issued.
- Review all property files before allowing access to the public.

- All information received as an application before a building permit is issued, is considered confidential.
- Zoning inquiries and possible change of use applications.

2E Spending, Budgets and Internal Control

- Supplies for minor maintenance projects for municipal buildings. Safety supplies for the Building Department.
- Investing decisions - recommend only.
- Establish an annual revenue and expense building department budget.
- Internal control - not to exceed budget in building department. Revenue generation from permit fees pays for budgeted items.
- Spending limit \$5,000 within budget guidelines

2F Health & Safety

- Everyone at the Township of South-West Oxford has a responsibility to work in a healthy and safe manner and to follow all Township Health and Safety Guidelines (policies and procedures)
- Responsible for monthly inspection of fire extinguisher in the C.B.O. vehicle according to health and safety guidelines.
- Responsible for quarterly inspection of the first aid kit in the C.B.O. vehicle according to health and safety guidelines.
- Responsible for follow up on any hall related Health and Safety matters not carried out by committees for Township Halls

2G Other

- Other duties as assigned.

3) Key Relationships To Be Managed

External

- Board of Health (Weekly).
- Long Point Conservation, Catfish Creek and Upper Thames Conservation Authorities (Monthly).
- County Planner (Weekly).
- Builders and contractors (Daily).
- Engineers (Weekly).
- Ministry of Housing (Monthly).
- Statistics Canada - (Monthly).

Internal

- Work's Superintendent - access permits for new laneways (Weekly).
- Treasurer - budget issues for my department (Weekly).
- CAO - requests from Council, information and reports (Weekly).
- Clerk – processing of planning applications (weekly)
- Drainage Superintendent - drainage issues affecting building permits (Weekly).

Public Relations

- Must act as an ambassador for the Township
- Communication between the Building Department and the public on building related issues and zoning requests.

4) Creativity

- Research on available grants, ideas and information requested by Council.
- Utilization of software to streamline building processes and Township internal processes.

5) Autonomy

- Work independently and with other staff on a daily basis.
- Control day to day operation of running the Building Department, reporting to Council, spending and preparing a yearly budget related to Building Department.

B – QUALIFICATIONS

The qualifications in this section include the competencies required to satisfactorily perform the responsibilities listed. Candidates may not possess the exact qualifications listed but have a reasonable equivalent usually through experience as approved by the CAO.

1) Formal Education and Training**Diploma/degree/certificate**

- Examination requirements for Chief Building Official and Inspections
- Examinations - legal/process - successfully complete all technical exams and courses
- Categories of Qualifications - 11 categories
- Community College – CET, Architectural Technology, etc.

Professional designation/certification

- CBCO - Certified Building Code Official
- BCIN Building Code Certification Number
- Qualified in Legal Powers and Duties of a CBO

License

- Valid Class G Drivers License
- CBCO & BCIN (qualified in legal)

Other systematic formal instruction

- Health & Safety Level 1 & 2.
- Energy efficiency training, zoning, Planning and Zoning Administration.
- WETT - Wood Energy Technology Transfer
- Certified for woodstoves, fireplaces and wood furnaces

2) Ongoing Personal Development

- Maintain the CBCO certification Ministry of Housing courses (assigned points).
- Code update courses are ongoing and recertification exams are provided by the Building Development Branch - Ministry of Municipal Affairs.

3) Work Experience

- At least 3 years of work experience

4) Decision Making Authority and Judgment Skills

- Zoning concerns and requests- type of building and use of a building proposed for erection or alteration. Judgment of compliance with zoning.
- Minor variances
- Issuing of Building Permit, water and sewer connection permits, etc., when applicant has submitted a complete application.

5) Problem Solving Skills

- May require other approvals prior to issuing a building permit; i.e. MTO, Conservation Authority, Board of Health, County Road entrance permits, environmental, Nutrient Management Plans, Township Site Plan etc.

6) Interpersonal and Communications Skills

- Positive Attitude
- Sustains Relationships
- Cooperates with others
- Mature/Good judgment/Trustworthy
- Teamwork
- Conflict resolution
- Develops trust with all stakeholders
- Speaks truthfully
- Listens

7) Leadership skills

- Understand business
- Provides direction, sets standards and defines expectations
- Shows initiative
- Motivates and inspires staff
- Demonstrates integrity and honesty
- Shows flexibility
- Commands respect

8) Personal Organization and Time Management Skills

- Ability to multi task
- Independently sets goals, objectives and priorities
- Efficiently manages time and priorities
- Follows through to ensure timely completion of tasks
- Works to ensure thoroughness and accuracy in completion of tasks
- Handle fast pace and many interruptions
- Quick learner
- Delegates

9) Other Required Skills (practiced ability) not already listed above

- Computer equipment
- Reasoning
- Critical thinking
- Analysis

- Manage people
- Planning
- Various other technical

10) Required Knowledge (familiarity gained through experience) not already listed above

- Requires a high degree of knowledge.

C – EFFORT & WORKING CONDITIONS

1) Physical Effort and Environment

- Low physical effort in a pleasant environment (office - most mornings).
- Low physical effort driving and conducting inspections in the afternoon.

2) Mental Effort and Environment

- High mental attention and concentration required in medium stress environments.

D – KEY PERFORMANCE MEASURES

- Building and demolition permits are to be issued within the timeframes as set by the Ontario Building Code.
- All inquiries will be responded to within 1 business day
- Lawyers letters, zoning requests etc. Will be responded to within 3 business days of receipt by the Building Department.
- Requests for inspections will be dealt with within one business day
- Staff reports to be submitted by noon of the Wednesday prior to Council
- Performance evaluations are to be completed in accordance with the Township's pay administration policy

E – SIGN OFF

Job Description reviewed by C.B.O.

C.B.O.

Date: _____

Supervisor: _____
C.A.O. Mary Ellen Greb



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CORPORATION OF THE TOWN OF TILLSONBURG

INTERNAL/EXTERNAL JOB POSTING

POSITION: Building Inspector

DEPARTMENT: Building/By-Law

LOCATION: 200 Broadway

STATUS: Full Time (40 hours/week)

GRADE: 9 (\$29.35 to \$35.56)

REPORTS TO: Chief Building Official

POSTING #: HR 50.18

POSTING PERIOD: September 20 to October 5, 2018

NOTE: Interested applicants are invited to submit their resumes in confidence to the Manager of Human Resources by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.

GENERAL STATEMENT OF DUTIES:

Reporting to the Chief Building Official under the supervision of the Deputy Chief Building Official, this position will be primarily responsible for processing building permit applications, performing inspections, reviewing drawings and construction conformance related to buildings regulated by Part 9, Division B of the OBC (small buildings)

QUALIFICATIONS:

- Post-secondary diploma or degree in Architectural, Construction or Engineering Technology or Certificate of Qualification, or suitable equivalent.
- Successful completion, or willingness to complete the provincial mandated examination program administered and authorized by the Ministry of Municipal Affairs and Housing in: Legal Processes, House, Small Buildings, Plumbing- All Buildings, HVAC House, Building Services, Building Structural.
- CBCO designation granted by the OBOA, CET designation as granted by OACETT or a MAATO as granted by AATO is considered to be an asset.
- Two (2) years related experience.
- Demonstrated knowledge of the Ontario Building Code Act and Regulations regarding residential construction as well as a basic knowledge of mechanical, electrical and structural engineering design principles as related to building construction.
- Excellent knowledge of building construction methods.
- The ability to read and comprehend detailed construction drawings and site plans.
- Well-developed communication skills and excellent customer service skills with the ability to liaison with key external and internal stakeholders.
- Strong problem solving and decision making skills and the ability to function effectively with minimal supervision.
- Ability to meet the physical requirements (i.e. field inspections) of the position;
- Ability to handle stressful situations on a regular basis.
- A demonstrated commitment to enhancing a safety culture.
- Strong working knowledge of MS Office programs including: Word, Excel and Outlook.
- Valid Ontario Class "G" driver's licence.

POSITION RESPONSIBILITIES:

- Serve as municipality's Provincial Offences Officer for enforcement purposes regarding municipal by-laws, policies and codes
- Review applications and plans for small buildings under Part 9 of the OBC with regards to completeness of the submission;
- Advise applicants and CBO/DCBO of incomplete submissions and application issues/items requested;

- Examine permit application documents and process applications for Part 9 Small Buildings to ensure compliance with the OBC and relevant Municipal By-laws for the purpose of permit issuance;
- Assists with permit application data entry and ensure that all applications are recorded, tracked and forwarded to the CBO/DCBO, as required;
- Perform inspections of small buildings required under Part 9 of the OBC and Building By-Law.
- Manage inactive open permits and deposits;
- Provide customer service in person, by telephone and e-mail;
- Must adhere to the prescribed Code of Conduct for Inspectors
- Adheres to all policies and procedures for the Town.
- Performs other duties as assigned.
- Aware of safe work practices relating to job responsibilities and have basic understanding of the Occupational Health & Safety Act as it relates to the work environment.