



JOB DESCRIPTION

POSITION TITLE: Chief Building Official

REPORTS TO: Director of Planning and Development

SUBORDINATE POSITIONS: Building Inspectors (3)

DATE: April 15, 2025

POSITION SUMMARY:

Reporting to the Director of Planning and Development, the Chief Building Official is responsible for providing leadership for the general administration of building services for the Township. The Chief Building Official leads the customer service, plan review and building inspection functions of the Building Division, including enforcement of the Building Code Act. The CBO ensures effective teamwork and ensures a high standard of customer service and work quality for the division.

RESPONSIBILITIES:

- Performs the statutory duties of the Chief Building Official.
- Provides leadership to the Building Services team in the delivery of the Building Services for the Township.
- Leads the enforcement of Provincial Statutes in accordance with requirements and regulations under the Building Code and other by-laws as they apply to buildings and structures.
- Issues building permits and orders of compliance.
- Responds to inquiries regarding building permits and questions from property owners, developers, contractors and Council.
- Ensures that all relevant inspections, orders or notices are executed as they relate to permits issued or regulations violated.
- Prepares reports and provides recommendations regarding the Building Department to Council and is a resource to Council with respect to Building related matters.
- Represents the Township in legal proceedings regarding Building Code matters and attends meetings as required.
- Works closely with external stakeholders and agencies through the permit review process.
- Responsible for adhering to the Occupational Health and Safety Act and Municipal Health and Safety Policy and to ensure that employees adhere to the same.
- Monitors processes for efficiency and implements change for improvement

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- Attend training courses, seminars and ensure staff meet required professional continual learning requirements.
- Coordinates plan review and approvals with Township departments and external agencies for which approval is required as a precondition for a building permit
- Other related duties, as requested and 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 a detailed and all-inclusive representation of the duties that may be inherent in this classification.

QUALIFICATIONS:

1. Diploma or Degree in Architectural or Civil Engineering Technology.
2. Must be a member of the Ontario Building Official Association with current BCIN and CBCO designation.
3. Must have five (5) years' minimum working experience as a Building Official, three (3) of which involve supervisory responsibilities.
4. Excellent knowledge and understanding of all aspects of building construction, the Ontario Building Code Act, Ontario Building Code, and other applicable laws relating to construction.
5. Excellent problem solving and negotiation skills.
6. Ability to lead a professional team.
7. Ability to solve complex problems and make decisions with strong attention to detail.
8. Ability to communicate effectively and courteously with employees and members of the public in person, by phone and in writing.
9. Ability to professionally and respectfully manage challenging situations.
10. Excellent time management and organizational skills with the ability to prioritize workloads and meet deadlines while achieving all administrative requirements.
11. Demonstrated ability to work independently and as part of a team.
12. Working knowledge of the Occupational Health and Safety Act.
13. Knowledge of Municipal By-Laws, Official Plan and Zoning By-laws.
14. Qualified as defined in the Ontario Building Code: Powers and Duties of CBO, House, Plumbing House, HVAC House, Small Buildings, Large Buildings, Building Services, Building Structural and Plumbing all buildings and Detection Lighting Power; On site sewage systems.
15. Ability to read and understand plans, blueprints and building construction drawings
16. Experience with MSOffice Suite, e-mail, internet, document creation.
17. Must have, and maintain, a valid class "G" driver's license
18. Must have a clean criminal record check and driver's abstract as a continuing condition of employment
19. This position may be required to work outside of regular hours as required.