



Township of
Leeds and the
Thousand Islands

Job Description

Position Title:	Chief Building Official
Reports To:	Director of Planning and Development
Subordinate Positions:	Deputy Chief Building Official (1) Building Inspectors (2)
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 shall provide leadership, guidance and oversight to building staff, ensuring exceptional customer service and strong public interaction skills. The Chief Building Official assigns work and oversees the plan review and building inspection functions of the Building Division, including enforcement of the Building Code Act. The CBO ensures effective teamwork and a high standard of customer service and work quality for the division.

Responsibilities:

- Performs the statutory duties of the Chief Building Official for the purpose of enforcement of the Ontario Building Code .
- Proven experience in leading, motivating, developing and guiding Building Services staff in the delivery of plan review, permit approvals, zoning information and providing front-line client services.
- 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.
- Ensure accurate issuance and documentation of all permits including building permits, septic permits, and orders of compliance.
- Respond promptly to inquiries and questions, liaise with, and resolve complaints/concerns from the general public, staff, consultants, property owners, developers, contractors, lawyers, other levels of government and Council.
- Ensures that all relevant inspections, orders or notices are executed as they relate to permits issued or regulations violated.
- Develops and implements relevant policies affecting the Building Division and ensures that building employees are trained on the implemented policies as well as changing legislation and regulations.

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- Ensures consistent and efficient staffing and workload, establishing goals and objectives, and performs staff performance appraisals.
- Prepares reports and provides recommendations regarding the Building Department to Council and is a resource to Council with respect to Building related matters.
- Review and provide comment on subdivision, site plan, zoning and other planning applications as it relates to the Building Code, related and relevant provincial statutes and regulations, and municipal by-laws
- 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
- 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. Post-secondary education in construction inspection techniques, Engineering or Architectural Technologist.
2. Must be a member of the Ontario Building Official Association with current BCIN and CBCO designation.
3. Minimum of five (5) years' 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. Strong customer service skills with the demonstrated ability to deal with issues and resolve conflicts in a non-confrontational manner
6. Excellent leadership, interpersonal, organizational and communication skills.
7. Ability to communicate effectively and courteously with employees and members of the public in person, by phone and in writing.
8. Ability to think and act appropriately in a political and community service environment and to deal courteously and effectively with elected officials, the general public, residents, staff, other departmental, corporate contacts, businesses and other levels of government

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9. Excellent time management and organizational skills with the ability to prioritize workloads. meet deadlines and problem solve while achieving all administrative requirements.
10. Working knowledge of the Occupational Health and Safety Act.
11. Knowledge of Municipal By-Laws, Official Plan and Zoning By-laws.
12. 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.
13. Ability to read and understand plans, blueprints and building construction drawings
14. Experience with MSOffice Suite, e-mail, internet, document creation.
15. Must have, and maintain, a valid class "G" driver's license and must have a clean criminal record check and driver's abstract as a continuing condition of employment
16. This position may be required to work outside of regular hours as required.