



THE TOWNSHIP OF SOUTHWOLD CHIEF BUILDING OFFICIAL

The predominantly rural and progressively expanding community of the Township of Southwold has a strong agricultural base and is located in the central part of Elgin County. Incorporated in 1852, the Township includes the hamlets of Fingal, Iona, Iona Station, Paynes Mills, Shedden and Talbotville. Our offices are an easy commute from both London and St. Thomas. Our municipal office is located at 35663 Fingal Line, Fingal, ON.

With a total population of approximately 4,500 residents, the municipality offers beautiful countryside and a wonderful blend of active farms, historic villages, developing subdivisions, and tourism. Learn more about us at www.southwold.ca.

Reporting directly to the Chief Administrative Officer/Clerk, the Chief Building Official will be responsible for enforcing and administering all aspects of the Ontario Building Code and facilitating positive development in the community's growing subdivision and commercial industrial areas.

The municipality is seeking candidates with the following qualifications:

- Post-secondary degree or diploma in a relevant field specific to the job (construction, engineering technology, etc).
- Have or be eligible for membership in the Ontario Building Officials Association and Registration as CBCO – Certified Building Code Official
- BCIN Building Code Certification Number and qualified in Legal Powers and Duties of a CBO
- Minimum three (3) to five (5) years of municipal experience.
- Strong Knowledge of legislation, regulations, codes of practice, by-laws and policies that affect municipal planning and building;
- Demonstrated ability to meet deadlines, function well under pressure and respond to frequently changing demands and priorities;
- Strong interpersonal, communication and public relations skills; able to deal effectively from all walks of life and communicate technical information to non-technical people

The salary range is between \$66,957 and \$75,857 and in addition, the Township offers generous health and dental benefits, participation in OMERS pension plan and a healthy work-life balance, flexible scheduling, and vacation entitlement.

To view the complete job description, please visit: <http://southwold.ca/about-us/employment-opportunities>

To further explore this leadership role, please send a cover letter and resume in a Word document to cao@southwold.ca no later than November 17th, 2017. Please specify "Chief Building Official" in the subject line.

The personal information submitted for employment is collected under the Municipal Freedom of Information and Privacy Protection Act and will be used to determine eligibility for employment. The Township of Southwold is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Thank you for your interest, however only those selected for interviews will be contacted.



The Township of Southwold
POSITION DESCRIPTION

1. Position Title:

Chief Building Official

2. Reporting Relationship:

Reporting to the Chief Administrative Officer/Clerk

3. Positions Supervised:

Administrative Assistant

4. Scope of Position:

Under the direction of the Chief Administrative Officer, the Manager of Building Services/Chief Building Official will contribute to the safety and well-being of the residents and visitors to the Township through the administration and enforcement of the Ontario Building Code Act, Ontario Fire Code, Planning Act, Municipal Act, and other municipal By-Laws as required. The Manager of Building Services/Chief Building Official reviews building permit applications and issues building permits, inspects buildings during construction, guides the public on the permit process and assists with zoning inquiries, manages maintenance projects for municipally owned properties, and manages By-Law Enforcement complaints.

5. Principle Responsibilities:

5.1 Chief Building Official and Inspections

- 5.1.1 Responsible for the effective management of the Building Services Department. Protects the interest of the Township through the effective enforcement of the Ontario Building Code Act, Ontario Fire Code, Planning Act, Municipal Act, and other municipal By-Laws as required
- 5.1.2 Review applications, plans, possible minor variance separation distance calculations, nutrient management strategy approvals, zoning and any other applicable laws/requirements before issuing any permits.



- 5.1.3 Issue Building Permits within prescribed timelines and aim to facilitate growth and development in the community.
- 5.1.4 Inspect structures during construction to ensure the building code is adhered to. Inspect new sewer and waterline connections.
- 5.1.5 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; i.e. light bulbs, etc.
- 5.1.6 Review and comment on planning and development related applications (i.e. Site Plan, Minor Variance, Zoning By-Law Amendment, etc.) and responds to other requests for information such as special occasion permits, questionnaires, surveys, etc. related to Building Code Related matters.
- 5.1.7 Responsible for making recommendations for new/updating policies and procedures for the Building Department and property standards and enforcing same.
- 5.1.8 Issues various Orders as required under the Code for non-compliance; prepares written orders, and documents the reasons for their issue.

5.2 Management of Building Services and By-Law Enforcement

- 5.2.1 Provides input into the creation of bylaws and notices, policies, affecting building services.
- 5.2.2 Handles zoning inquires and enforce zoning infractions.
- 5.2.3 Manages the Municipal By-Law Enforcement department including the delegation of complaints to the Municipal By-Law Enforcement Officer
- 5.2.4 In consultation with the Treasurer, establishes an annual revenue and expense Building Department Budget.
- 5.2.5 Controls the day to day operation of running the Building Department, reporting to the Chief Administrative Officer, and supporting the Township's strategic direction.

5.3 Other

- 5.3.1 Deal with property standards issues
- 5.3.2 Prepares monthly written reports for Council, CMHC and Statistics Canada.
- 5.3.3 Responds to lawyer inquiries concerning building, and zoning matters.
- 5.3.4 Perform other related duties as assigned.

6. Authority of Position:

Manages according to legislative and procedural framework related to statutes, regulations and bylaws affecting municipal management, with particular emphasis on the Building Code Act.

7. Working Relationship:

- 7.1 **Council:** to provide advice and information and guidance on building services matters.
- 7.2 **Township Staff:** Interpersonal skills to provide effective guidance to the municipal departments, particularly with the Works Superintendent, Treasurer, Planner, CAO/Clerk, Drainage Superintendent, and the Fire Chief.
- 7.3 **General Public:** With the general public to provide exchange of information, to relay decisions, to advise of municipal policy with respect to the permit process, zoning inquiries, and general development inquiries. With the general public to respond to complaints, etc. Ensure harmonious public relations at all times with the general public.
- 7.4 **Builders, Developers, Contractors, Engineers** With builders, developers, contractors, and engineers to provide advice and guidance on the permit process and results of inspections completed under the Building Code Act.
- 7.5 **Other:** With peers to obtain and share information on building department practices. With the Conservation Authorities (Kettle Creek Conservation Authority and Lower Thames Conservation Authority), with the County of Elgin.



With other levels of Government to provide advice and information as required.

With Outside Consultants and Contractors to review their ongoing work with the municipality.

8. Required Knowledge and Skill:

- 8.1 Post-secondary degree or diploma in a relevant field specific to the job (construction, engineering technology, etc).
- 8.2 Have or be eligible for membership in the Ontario Building Officials Association
- 8.3 Registration as CBCO – Certified Building Code Official
- 8.4 BCIN Building Code Certification Number
- 8.5 Qualified in Legal Powers and Duties of a CBO
- 8.6 Minimum three (3) to five (5) years of municipal experience.
- 8.7 Strong Knowledge of legislation, regulations, codes of practice, by-laws and policies that affect municipal planning and building;
- 8.8 Demonstrated ability to meet deadlines, function well under pressure and respond to frequently changing demands and priorities;
- 8.9 Strong interpersonal, communication and public relations skills; able to deal effectively from all walks of life and communicate technical information to non-technical people
- 8.10 Possess abilities to sustain relationships, cooperate with others, exercise mature and good judgment, demonstrate leadership and teamwork, conflict resolution skills, and communication to provide direction, set standards, and define expectations
- 8.11 Valid Class G Driver's License

9. Working Conditions:

Usual public office; must be accessible to staff, elected officials, other public and private organizations, Boards and Committees of Council, the media and the public. Work is primarily self-directed or assigned as broad objectives and goals, in accordance with Corporate directives and policies. While performing the duties of this class, an employee is regularly required to use written and oral communication skills;

read and interpret information and documents; analyze and solve problems; perform highly detailed work on multiple, concurrent tasks; work under tight deadlines and with frequent interruptions. Good mental and physical condition required to meet demands associated with position including stress from multiple demands, dealing with public, multiple roles performed in position, new and unexpected problems and critical time deadlines for work performance.

Usual hours of work are 35 hours per week.

10. Impact of Error:

Judgment errors would lead to lost productivity, customer dissatisfaction, embarrassment and cost to The Corporation, staff and Council.

Lisa VanderWallen, CAO/Clerk

Date

