



## Township of Southgate Employment Opportunity

### Chief Building Official & By-law Enforcement Officer

The Township of Southgate is seeking a highly motivated individual to provide a vision and leadership for the full time position as the Municipalities Chief Building Official & By-law Enforcement Officer. The successful applicant requires strong management, administrative, and communication skills, with core experience and knowledge of the construction industry, building inspections and the Ontario Building Code. As a department head this position will provide expertise and support to the Management Team and the Development Committee. The core responsibility will be providing a strategic direction and leadership of the department, as well as guidance, mentoring and support to Building Services staff in a manner that creates an environment for high staff morale and productivity.

Reporting to the CAO, the Chief Building Official & By-law Enforcement Officer is responsible for the statutory duties of the Building Department and duties legislated under the Ontario Building Code Act and other related legislation. As the Chief Building Official you will ensure that all building construction within the Township of Southgate also conforms with applicable By-laws, Official Plan, Zoning and Conservation Authority requiring compliance, permitting and consultation. This position will also act as the Township's By-law Enforcement Officer with a working knowledge of the Planning Act, Municipal Act and any other applicable legislation & municipal by-laws related to municipal property standards, noise, zoning and building compliance.

For a copy of the complete job description and qualifications required, please visit the Employment Opportunities section of our website at [www.southgate.ca](http://www.southgate.ca). To apply, please forward your resume and cover letter to the attention of David Milliner, CAO by 2:00 P.M. on Monday April 30, 2018 or by email to [employment@southgate.ca](mailto:employment@southgate.ca)

#### The ideal candidate will possess:

- College diploma in building construction field or equivalent combination of education and experience.
- Certification and Provincial Building designation & qualification with the Ministry in order to review applications, issue permits and complete inspections.
- Working knowledge of the Building Construction industry.
- Red Seal Carpenter certification would be an asset.
- Minimum 5 years work experience in Municipal Building Inspection and/or the building construction industry.
- Working knowledge in Microsoft Office.
- Skilled in use of computers and data management reporting.
- Highly developed organizational, communication and management skills.

**Closing Date: Monday, April 30, 2018 at 2:00 p.m.**

**Salary range: \$74,776.00 to \$84,968.00 (40 hrs. per week)**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only.*

*The Township of Southgate is an equal opportunity employer.*

# Township of Southgate

## Job Description

Date of Update: <b>April 4, 2018</b>	<b>Chief Building Official &amp; By-law Enforcement</b>
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### Section A: Position Description

#### 1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name: Dave Milliner
Job Title: Chief Building Official & By-Law Enforcement	Supervisor's Job Title: CAO
Standard hours of work per week: 40 hours per week	Eligibility to Group Insurance: Yes  Eligibility to OMERS: Yes
Location of Position: Hopeville Office	Department/Division: Protection & Inspection
Employment Status: Full Time Salaried Position	Pay Band: 6

#### 2) Scope of Position (A maximum of three sentences.)

The Chief Building Official (CBO) is responsible for duties legislated under the Ontario Building Code Act and other related legislation. The CBO will ensure that construction conforms to all applicable by-laws, and will enforce municipal property standards as set out in by-laws.

Enforce all by-Laws passed under the Planning, Municipal Act and any other applicable legislation & municipal by-laws. Provides support to Council and the CAO with decisions related to enforcement within the Municipality.

Provides leadership, guidance and mentoring to Building Services staff in a manner that creates an environment for high staff morale and productivity.

Work Hours: 8:00 am to 4:30 pm

Key Responsibilities	Tasks	Percent of Time
Program Services	<ul style="list-style-type: none"> <li>- Supervising Building Services employees with the responsibility of providing guidance, training, development, health and safety, and performance management for all building department employees.</li> <li>- Administers and enforces the Ontario Building Code Act, relevant to provincial regulations and municipal by-laws pertaining to construction compliance with all applicable law.</li> <li>- Responds to inquiries from the public concerning construction proposals and provides information on applicable planning requirements (i.e. zoning), work with County planning staff as appropriate.</li> <li>- Reviews permit applications for zoning compliance, conservation authority jurisdiction, and compliance with Nutrient Management Act, MDS calculation, subdivision and development agreements and determine if application is complete including Ontario Building Code documentation.</li> <li>- Issues permits, inspects all phases of construction including initial occupancy of buildings; prepares letters concerning compliance of properties with applicable law.</li> <li>- Works with architects, engineers and other professionals to ensure plans meet code requirements.</li> <li>- Report building permit and department activity statistics to Council on a monthly basis.</li> <li>- Prepare compliance letters for lawyers.</li> </ul>	25%
Inspections	<ul style="list-style-type: none"> <li>- Inspects all phases of building construction.</li> <li>- Inspection of initial water and sewer property connections.</li> <li>- Inspects septic installations to ensure compliance.</li> <li>- Ensures proper inspection documents are on file for each permit issued.</li> <li>- Ensuring all municipally owned facilities are in compliance with the Building Code and all other applicable legislation and municipal practices and procedures.</li> </ul>	45%
Non-Compliance	<ul style="list-style-type: none"> <li>- Takes steps to seek voluntary compliance and if necessary takes legal steps to require compliance with the Building Code.</li> <li>- Investigates violations, issue orders, serves legal notices, works with legal services to prepare for Court representation and appears as witness on behalf of the municipality before the Courts.</li> <li>- Supports the Police and other agencies in their investigations related to Building and By-law Enforcement related issues.</li> <li>- Works with Planning staff to confirm property zoning and/or acquire approvals if required.</li> <li>- Works with Planning and Conservation Authority staff to confirm building envelop compliance and/or approval if required.</li> </ul>	5%
By-Law Enforcement	<ul style="list-style-type: none"> <li>- Enforce all by-laws passed under the Planning and Municipal Act related to noise, property standards and zoning compliance.</li> <li>- Coordinate and conduct inspections and investigations in relation to public complaints and reported or observed violations.</li> <li>- Encourage voluntary compliance with legislation to resolve issues without the need for prosecutions and court action.</li> <li>- Works with the Canine Control Officer reporting to council.</li> <li>- Report By-law Enforcement and Canine department activity statistics to Council on a monthly basis.</li> </ul>	10%

Key Responsibilities	Tasks	Percent of Time
Administration	<ul style="list-style-type: none"> <li>- Ensuring all department staff operate within the confines of Southgate policies and procedures.</li> <li>- Ensuring that occupational health and safety standards are strictly enforced in all areas and locations.</li> <li>- Cooperating with the JHSC to provide a safe and healthy work environment and take every precaution reasonable in the circumstances.</li> <li>- Providing safe and proper equipment, standard operating procedures, supervision and safety communication (including written instruction), and current MSDS sheets.</li> <li>- Purchasing goods and services as outlined by Municipal Purchasing policy, in consultation with the CAO and Treasurer by preparing specifications, tenders and other documents as required by the process.</li> <li>- Attending Council, Committee, Planning, Development, Department Head and other meetings (day or night) as required.</li> <li>- Participating as a member of the Senior Management Team providing input on department, municipal, planning and strategic initiatives.</li> <li>- Develop staff reports to Council as required by communicating ideas, suggestions, and procedural changes which may be required to assist the organization or in the resolution of delivery service issues.</li> <li>- Monitors and ensures fees are collected for all services and permits.</li> </ul>	12%
Budget	<ul style="list-style-type: none"> <li>- Recommends annual budget requirements for Building Department and By-law Enforcement as a municipal service.</li> <li>- Monitoring the performance of the department against the business plan and budget, and if required make recommendations to management to make decisions and initiate corrective action as necessary.</li> </ul>	3%
Other	<ul style="list-style-type: none"> <li>- Performs all other duties as assigned by Supervisor.</li> <li>- Represents the Municipality when performing day-to-day duties (i.e. contact with public).</li> <li>- Investigating and reporting accidents and injuries.</li> <li>- Responding to public enquiries in a timely manner.</li> </ul>	

## Section B: Skills

### 1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input checked="" type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses	Complete a college program in architectural or engineering technology  <u>Building Qualifications:</u> Building Services, Building Structural, Complex Buildings, Detection, Lighting and Power, Fire Protection, House, HVAC House, Large Buildings, On-Site Sewage, Plumbing all Buildings, Plumbing House and small buildings. Powers & duties of the Chief Building Official  <u>By-law Enforcement Qualifications:</u> Part I – Municipal Law Enforcement Foundations Part II - Advanced Municipal Law Part III – Continuing Education (15 courses) Part IV – Environmental Noise
<p><b>X License or Professional Designation</b></p> <ul style="list-style-type: none"> <li>• C.B.C.O. Certification and Provincial designation &amp; qualification</li> <li>• Certification –Certified with the Ministry in order to review applications, issue permits and inspections.</li> </ul>	
<p>Is it a requirement of your job to keep “up-to-date” by reading or taking courses/seminars?</p> <p><input checked="" type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	
<p><b>Discussion:</b> Other Courses as required.</p>	

### 2) Required On-The-Job Training

Specific Internal Training	Months to Complete
<ul style="list-style-type: none"> <li>- O.B.O.A. Training</li> <li>- O.B.O.A. Chapter Meetings</li> <li>- Ministry Training Course and Exam</li> <li>- Provincial Certification of Qualification in Code Proficiency.</li> <li>- Municipal Law Enforcement Officers Assoc. Membership</li> </ul>	<p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p>

### 3) Work Experience

<p>Experience</p> <ul style="list-style-type: none"> <li>- Five years' experience in building construction field and/or equivalent education</li> <li>- Five years' experience in municipal building code inspection and enforcement.</li> <li>- Previous municipal experience would be an asset.</li> </ul>	<p>Minimum Years Required</p> <ul style="list-style-type: none"> <li>- Minimum 5 years of work experience as a building inspector and / or CBO in a municipal setting.</li> </ul>
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### 4) Other Key Skills:

<ul style="list-style-type: none"> <li>- Good organizational skills and the in scheduling priorities to manage time.</li> <li>- Strong ability to work under pressure, manage multiple tasks/projects and function effectively in a high volume workplace with constant deadlines.</li> <li>- Advanced problem solving and conflict management skills.</li> <li>- Good communication and interpersonal skills.</li> <li>- Good report writing and presentation skills.</li> <li>- Good computer literacy skills.</li> <li>- Ability to read and understand plans, blueprints, building drawings and specifications, and knowledge of construction techniques and systems.</li> <li>- Supervisory and leadership skills to plan, organize, and coordinate the work of staff</li> </ul>	
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### 5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Frequently	Keep things on track.	Verbal
Co-workers (other dept.)	Occasionally		
Supervisor (my dept.)	Frequently		
Supervisor (other dept.)	N/A		
Depart. Head (my dept.)	Frequently		
Depart. Head (other dept.)	Frequently		
Staff in other municipalities	Occasionally		
Administrator	Occasionally		
Ratepayers	Frequently		
Children/Students	N/A		
Seniors	N/A		
Supplier	Seldom		
General Public (Not residence)	Occasionally		
Business representatives	Seldom		
Consultants, Engineers, Planners	Continuously		
Conservation Authority	Frequently		
Auditors	Occasionally		
Solicitors	Seldom		
Funding Organizations	Occasionally		
Government Officials	N/A		
Boards	Occasionally		
Council (your own)	Seldom		
	Occasionally		

Council (other municipalities) Media Ratepayers Groups	Seldom  N/A Seldom		
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**Interpersonal skills:**

- Extending common courtesy;
- Handling complaints and working cooperatively;
- Responding to basic needs and dealing with customer requests;
- Identifying issues and dealing with customer concerns;
- Resolving customer conflicts (major or minor);
- Advising; consulting; persuading and mediating;
- Teaching/training and counseling staff;
- Negotiating and communicating in difficult or complex situations.

**6) Decision Making**

- Responsible for overall management of the Building Department and By-law Enforcement and compliance.
- Representing the municipality during court appearances to seek compliance, mediation and/or convictions.
- Responsible for decisions concerning daily inspection activities.
- Ability to maintain periods of high concentration and intensity to interpret legislation, and be able to research and interpret regulations.
- Must be able to interpret "intent" of all by-laws.
- Good ability to exercise tact, discretion and confidentiality.
- Using common sense and having extensive knowledge of the building code.
- Blends theoretical knowledge with practical know how without compromising building standards.
- Applies judgment to problems arising from building problems in a variety of large and complex building projects.
- Decision making involves applying rules fairly to all situations.

**7) Problem Solving Responsibilities**

- Must be able to mediate.
- Must be able to determine if construction meets intent of Ontario Building Code.
- Must be able to determine path of planning application.

**8) Equipment & Technology Utilized**

- Computer.
- Laser level.

## Section C: Responsibility

### 1) Program Delivery

- Overall Department responsibility for Building services.
- Administer and enforce the Ontario Building Code Act, relevant provincial regulations and municipal by-laws pertaining to construction ensuring compliance with all applicable law.
- Maintain good working relationships with contractors, property owners and the public, explaining building requirements and promoting voluntary compliance with standards.

### 2) Impact and Accountabilities

- Accountable to the CAO for fulfillment of responsibilities.
- Maintain budget for Building & By-law Enforcement.
- Maintain accounts fee and trust accounts.
- High potential for legal liability.

### 3) Supervision

Direct Subordinates – Job Titles	Number of Staff
Building Inspector	1
Administrative Assistant – Building & Finance	0.5
Canine Control Officer	1
Indirect Subordinates – Job Titles	Number of Staff
Accounts Receivable	1
Administrative Support Staff	1
Provides training/instruction to others – Job Titles	Number of Staff
Building Inspector	1
Canine Control Officer	1

### 4) Material and Information Resources

- Maintain accurate information, data and files.
- Keep up-to-date on changes in legislation (Provincial).

### 5) Financial Resources

- Prepare building department budget and planning.
- Recommend to Council changes to Building fees and charges.
- Responsible for department spending authority within the approved annual budget.



## Section D: Working Conditions

### 1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting				x	
Standing		x			
Noise Exposure			x		
Adverse Temperature		x			
Pushing/Pulling	x				
Lifting/Carrying	x				
Dust		x			
Odors		x			

### 2) Health & Safety Hazards

- Considerable portion of time spent outdoors and on construction sites where enforcement of safe work practices and public safety measures area must.
- Working outside in all weather conditions; must be physically capable of working varying conditions.

### Health and Safety Responsibilities

- Ensure that the provisions of the O.B.C. are met with respect to all buildings with reference to public-health, fire protection and structural safety.
- Departmental responsibility for ensuring subordinates work safely and follow rules, training, and discipline as required.
- The primary purpose of the O.B.C. is the promotion of public safety.
- Must conduct work in a safe fashion on a variety of construction sites.

### 3) Travel

- 90% within the Township and 10% to external meetings, training and conferences.

### 4) Driving

- 10% of work time.

### 5) Mental Environment

- Frequently dealing with builders, ratepayers, general public, lawyers, industry personnel, internal staff, conservation authorities, Ministry officials, associations and Council.

## Section E: Effort

### 1) Mental Effort

- Concentration, reading, accuracy, attention to detail.
- Finding a compromise at times.
- Planning policies not always easy to find the right answer.
- Making final decisions related to building related issues as the Chief Building Official for the Township.

### 2) Physical Effort

- Physically capable of working in varying conditions – outdoors and on construction sites with the potential physical hazards.
- Being able to climb around rough terrain and ladders on job sites.

## Section F: Additional Information

- Valid Class 'G' Ontario driver's license is required.

## Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

**Job Position:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**CAO:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_