



Chief Building Official / By-Law Enforcement Officer
JOB DESCRIPTION
April 6, 2018

Position Overview

The Chief Building Official / By-Law Enforcement Officer (CBO/BEO) is a highly visible position within the Town of Prescott. The CBO/BEO will be responsible for:

- Inspection of all buildings ensuring compliance with the Ontario Building Code
- Enforcement of municipal by-laws
- Assisting with providing technical and advisory planning services to the Municipality
- Development and maintenance of municipal policies and by-laws as they relate to building and by-law enforcement

The CBO/BEO shall use his/her expertise to work with the public to ensure adherence to the Ontario Building Code and Municipal By-laws. This position will be responsible for the creation, maintenance and updating of policies, procedures and by-laws as they relate to the Building and By-law enforcement functions at the Town of Prescott.

Duties and Responsibilities

- In accordance with statutory requirements, manage the enforcement of Provincial Statutes and regulations thereunder of the Building Code, and all other laws as they apply to buildings and structures.
- In accordance with municipal requirements, manage the provisions of the Property Standards By-law as they apply to the use and occupancy of any building or piece of land.
- Process property, zoning and work order requests.
- Issue building permits and orders of compliance. Ensures that all relevant inspections, orders or notices are executed as they relate to permits issued or regulations violated.
- Ensure that all municipal by-laws are enforced upon complaint.
- Perform duties of Provincial Offences Officer for the purposes of legal action or by-law enforcement.
- Prepare public notices to educate the public on existence, content, and intent of by-laws as well as the corporation's policy regarding action against violation.
- Assist with on-going local planning matters as it relates to the methods of procedures outlined in the Municipal Act, Planning Act, Source Water Protection Plan and Municipal By-laws.
- Assist with interpretation of the official plan and zoning by-law and legislation relating to the planning functions. Provide input into planning advice and recommendations to Council.
- Assist in the preparation of, and makes recommendations in regards to, various by-laws of the municipality for approval by Council.
- Conduct site inspections as required.
- Produce and maintain any forms, records, reports and correspondence as required.



- Provides technical and interpretative advice to the Fire Chief on Fire and Building Code requirements.

Key Competencies:

The CBO/BEO must have proficient knowledge in the following areas:

- Ontario Building Code
- Property Standards By-law
- Fire Code
- Official Plans
- Zoning By-laws
- Source Water Protection Plans
- Applicable Federal and Provincial laws and regulations related to planning, development, building and by-law enforcement
- Municipal By-laws, enforcement processes, Provincial Offences Act and court proceedings

The CBO/BEO must demonstrate the following skills:

- Strong organizational and communication skills
- Demonstrated ability to deal with the public
- Proven ability to read and understand specialized forms and blueprints
- Strong analytical abilities
- Computer usage and automation skills
- Work independently, using initiative, and good judgement
- Flexible, adaptable, and possess superior customer services skills
- Act professionally in providing services to the public and as a representative of the municipality
- Report and policy creation

Education and Experience:

- Post-Secondary education in a related field
- Current and active Certified Building Code Official (CBCO) Designation is required
- Inspection qualification in Housing and Small Buildings is required
- Minimum 3 years' experience in building inspections, processing building permits, and administering and interpreting municipal zoning by-laws, Official Plan, and plans review of large and small structures
- Valid Class "G" Driver's License and a Driver's Abstract satisfactory to the Employer



Working Conditions / Job Environment:

- Work is partially conducted in an office environment
- Travelling off-site and as needed for meetings and events and may be required to work outside regular business hours
- Physical ability to perform on-site building inspections
- Ability to work in inclement weather while conducting building inspections and enforcing municipal by-laws