



**Career Opportunity
Municipality of Chatham-Kent**

**Community Development
Building Development Services**

**Manager, Inspection & Enforcement
(permanent full-time)
Job # Build 18-3**

Note: This position requires a career profile application form (this application form can be found at the bottom of our job ad under municipal jobs at <https://www.chatham-kent.ca/>) and resume.

Job Description:

The Municipality of Chatham-Kent has an opening for a permanent full-time Manager, Inspection & Enforcement, with Building Development Services. The Manager, Inspection & Enforcement, will assist the Director/Chief Building Official in ensuring that the division reaches its goals and meets its objectives. The Manager assures compliance with building and property statutes and by-laws in Chatham-Kent through building construction and by-law enforcement; and that permits are entered in accordance with appropriate acts and by-laws. The Manager will assist in administering and overseeing the activities carried out under the Ontario Building Code, including the issuance of building permits and related inspections. The Manager, Inspection & Enforcement, is a visible partner in the community and workplace and a champion of community engagement, development and sustainability. This position completes plans examinations on complex buildings identified by the Chief Building Official to ensure compliance with the Ontario Building Code, Municipal By-laws, and other applicable laws. This position participates on the Manager/Supervisor Team.

Location:

315 King St W, Civic Centre, Chatham

Group:

Manager/Supervisor

About Building Development Services

The Building Development Services Division supports economic and planning development objectives by encouraging and seeking the construction of appropriate building development. This Division ensures that private and publicly owned buildings within our community are built to the standard set out by the Ontario Building Code, local Zoning By-laws and other applicable regulations. Municipal By-laws are enforced by this Division.

The Community of Chatham-Kent

Situated between two beautiful, fresh water lakes, Chatham-Kent is home to a rich, colourful landscape which creates a wonderful backdrop for our unique towns and welcoming communities. You can live the dream without breaking the bank; with housing prices a fraction of those in comparative locations. For example, in 2017, an average home sold for \$822,681 in Toronto, \$330,037 in London and only \$184,658 here in Chatham-Kent. Our large geography, great climate and abundance of natural amenities ensure that there are activities for people of all ages and interests. Internationally known for our heritage and culture, and a variety of attractions and festivals that dot the calendar year long, it is little wonder that people from both near and far choose Chatham-Kent as their place to call "home". We invite you to join us, and experience firsthand what it means to be Living CK.

Core Values for the Municipality of Chatham-Kent

Respect/Equity
Trust/Honesty/Integrity
Teamwork
Communication
Safety

Essential responsibilities:

- Encourage the development of building/construction in the Municipality
- Review building permit applications for Part 3, Part 9, Part 11, Complex, and Change of Use applications
- Be a liaison for Fire Prevention
- Review all applications subject to site plan control
- Direct contact for Ministry of Municipal Affairs and Housing in respect to code inquiries
- Will engage in Acting Chief Building Official role as required

- Supervise Building/By-law Inspectors responsible for the Ontario Building Code, Property, Zoning By-laws, and other By-laws
- Supervise Building/By-Law Enforcement Officers as described in Section 27 of the Occupational Health & Safety Act
- Responsible for making sure staff are following the requirements of the Occupational Health & Safety Act
- Assist in administering and enforcing the Municipality of Chatham-Kent's building inspection compliance programs
- Prepare Orders to Comply, Notices of Contravention relevant to by-laws or other statutes
- Report, record and track information according to policies and procedures
- Maintain accurate and detailed records of inspections and investigations including updating the electronic building permit information system
- Research and respond to inquiries regarding the Ontario Building Code, Municipal By-laws
- Respond to the general public, and other government agencies pertaining to Municipal By-laws
- Recommend to the Chief Building Official new or revised regulations or by-laws to achieve uniformity of code applications

Essential qualifications:

Ability to demonstrate Chatham-Kent's Core Values and Competencies through a combination of education and experience:

- College diploma or university degree in a related program (preferably in an architecture, construction or engineering technology program), or equivalent in education and/or work experience
- Four to six years related experience related Building Inspector/By-law Enforcement experience
- Experience with issuance of building permits, plans examination and enforcement of the Ontario Building Code and other related regulations
- Preference given to candidates with experience working in a Municipal government environment
- Extensive knowledge of the requirements of the Ontario Building Code (OBC), Building Code Act and other applicable laws; ability to meet the qualifications as outlined in the Ontario Building Code
- Responsible for providing superior customer service and responding to requests and resolving complaints from the public
- Strong computer skills, specifically Microsoft Office (Word, Excel, PowerPoint, Outlook) (or other similar software program)

Certifications/memberships/licenses:

- Health & Safety Competency training is required within 6 months of hire date and will be maintained through refresher training once every 4 years
- CBCO Designated as per Ministry of Municipal Affairs and Housing be considered an asset

Work Environment:

This position works both indoors and outdoors.

Hours of Work:

This position works weekdays, with occasional evenings and weekends.

Driver's license/vehicle requirements:

Because of the responsibilities, this position requires the successful candidate to have a valid Ontario driver's licence (minimum class G) a driver's abstract will be conducted by the Municipality of Chatham-Kent. An acceptable driver's abstract will: be an original document and current (within the previous thirty (30) days); have no more than four (4) demerit points; have no more than two (2) convictions for the same offence; have no criminal code convictions; have no 'non-medical or administrative' license suspension in the preceding three (3) years; because this position may be required to drive their own vehicle, a reliable vehicle is also required.

Occupational Safety Responsibilities:

The Occupational Health and Safety Act (OHSA) clearly articulates supervisor responsibilities. This level of the organization includes Managers who are not in SMT (Senior Management Team) and Supervisors (reference Sections 27 of the OHSA and Safety Policy #HS-001, "Individual Responsibilities"). The following list of responsibilities is designed to identify some of the primary responsibilities. It does not provide the exhaustive list of legislated responsibilities:

Supervisors must perform or adhere to the following:

- Performing workplace inspections (set up annual schedule); ensures that workplace inspections are conducted
- Conducting information sessions (safety talks, staff meetings); and documents process
- Participates in the accident investigation process
- Discuss safety training needs with staff, and ensures workers receive appropriate safety training
- Performing employee safety observations (set up annual schedule); correct substandard acts or behaviours, and commends workers for safety performance

Supervisors must ensure:

- The working environment is maintained in a healthy and safe condition
- Ongoing safety education is provided
- Health and safety performance of subordinates is evaluated
- First aid facilities are provided
- Personal protective equipment is provided and used
- Reporting and investigating of accidents; determine causes of accidents and initiate/recommend corrective actions
- Understanding and enforcement of safety policies and procedures
- Compliance with all applicable safety regulations and codes (building code, fire code)
- Information and instruction is provided to workers to protect their health and safety
- Workers are aware of all potential and existing work-related hazards they face
- Take every precaution reasonable in the circumstances for the protection of workers
- Identification of occupational safety concerns to superior
- That a worker works in the manner and with the protective devices, measures and procedures required by the OSHA and regulations and that a worker uses or wears the equipment, protective devices or clothing that the worker's employer requires to be worn

For management dealing with contractors/independent operators:

Members of Management who contract for the work of a Contractor or Independent Operator hired to perform work for, or provide services to, the Municipality are accountable for ensuring that all safety requirements are met by the Contractor or Independent Operator.

Essential physical and/or safety requirements:

- Bending: frequent twisting (property inspections require various types of bending, kneeling, crawling etc.)
- Sitting: frequently sitting in a vehicle seat; constantly sitting in a chair (office desk work requires sitting large amounts of time in a chair; often needs to drive to various parts of municipality to inspect property sites; working at a computer and doing plan reviews)
- Reaching: frequent reaching above shoulder, below shoulder, forward, backward, handling (frequently need to reach in all directions to use property files, obtain drawings from basement, building code books etc.)
- Standing: frequent standing inside, outside (must frequently stand at job sites inside and outside)
- Hands: frequent gripping, pinching; constant fine finger dexterity (movement), mousing (computer and office work requires the use of hands in particular fingers for blackberry and mouse clicking)
- Climbing: frequently climbing stairs (occasionally ladders are climbed when inspecting property sites and frequently stairs are being used at work (to retrieve files from basement) and on job sites)
- Foot action: frequent one and two foot action (to complete job inspections on site)

Other physical and/or safety requirements:

- Bending: occasional stooping, kneeling, crouching, squatting, crawling (property inspections require various types of bending, kneeling, crawling etc.)
- Walking: occasional walking on level surface, rough surface, balancing (property site inspections require walking on rough surfaces and needing to balance on wood and cement beams)
- Lifting: occasional lifting floor to waist, waist to shoulder, at shoulder, above shoulder, overhead, carrying, transferring, pushing at or above shoulder, pushing below shoulder, pulling at or above shoulder, pulling below shoulder (up to 23 kgs or 50 lbs) (occasional lifting is required when called upon to inspect job sites)
- Climbing: occasional climbing ladders, stairs (occasionally ladders are climbed when inspecting property sites and frequently stairs are being used at work (to retrieve files from basement) and on job sites)

Compensation:

This permanent full-time position has an annual wage range of \$84,000 to \$98,813 (based on grade 10 of the 2016 non-union full-time compensation plan), plus health & dental benefits following the successful completion of a 90 day probationary period. Participation in the OMERS pension plan is mandatory. The Municipality offers a comprehensive benefit package, including long term disability and an extended health plan.

Applying:

Candidates interested in the above position are asked to **submit our Career Profile application form and a resume** to the email address below. **Please do not include** a cover letter, or copies of transcripts, licenses, certificates, etc. Please only download the application form onto a computer or laptop; it doesn't load correctly onto a phone, tablet, or iPad. You should see boxes beside yes and no that you click in to answer the question.

What we look for in the application form and resume: Detailed information in the boxes provided under each question in the career profile application form where you have answered 'yes'. Your resume should provide the same detailed information. In both documents, list under each employer the following: (1) the job titles (2) dates you were in each position (3) a summary of the job duties/ skills/experiences you gained in each position. The same information needs to be in both the career profile application form and the resume. Please be sure to check the box beside yes or no for each question asked in the career profile application form.

Attachments:

Please send attachments in a Word (.doc or .docx) or Adobe (.pdf) format only. Attachments must be attached directly to your email; we are not able to download documents from an internet site.

We encourage all to apply, including women, Aboriginal people and visible minorities.

Applications must be received before 4:30 p.m., Friday, December 7, 2018:

Municipality of Chatham-Kent
Attn. Jan Richards, Recruitment Officer
Corporate Services
315 King Street West
P.O. Box 640
Chatham ON N7M 5K8

Fax: 519.436.3237

Email address: Ckresume@chatham-kent.ca

The Municipality of Chatham-Kent is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees. Should you require accommodations during the recruitment process, please contact Human Resources & Organizational Development (HROD) at 519-360-1998 or ckhr@chatham-kent.ca. Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. We thank all candidates in advance; however, only those candidates selected for an interview will be contacted.

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Find us at:



<http://www.chatham-kent.ca>