



## THE CORPORATION OF THE TOWN OF GRIMSBY REQUIRES A

### DEPUTY CHIEF BUILDING AND BY-LAW OFFICIAL

The Deputy Chief Building and By-Law Official assists the Director of Building and By-Law Enforcement/Chief Building Official (CBO) in all aspects of the Town's Building and By-Law division including plans examination, building and plumbing inspections, permit issuance in compliance with the Ontario Building Code, the Town of Grimsby By-laws and other applicable legislation. This position provides support and back up to the Director of Building and By-Law Enforcement.

The successful candidate will possess the following:

- College Diploma in Construction Engineering Technology or a related field
- Ministry of Municipal Affairs and Housing qualification in the following categories:
  - Power and Duties of a Chief Building Official – Legal Process
  - House
  - Small Building
  - Large Building
  - Building Structural
  - Plumbing House
  - Plumbing All Buildings
  - HVAC House
  - Building Services
  - Detection, Lighting and Power
- Certifications:
  - CBCO - Certified Building Code Official
  - BCIN Building Code Certification Number
- Minimum 6 years of recent related municipal or public sector experience as a residential and commercial building inspector, enforcing and administering building permit process in accordance with Building Codes and related legislation

A detailed position description is available on the Town of Grimsby website, [www.grimsby.ca](http://www.grimsby.ca)

Interested applicants are invited to submit a letter of application and resume outlining their qualifications and experience to the attention of John Schonewille, Director of Building and By-Law, **no later than 4:30 PM on January 15, 2019** by email to [hr@grimsby.ca](mailto:hr@grimsby.ca)

We thank all applicants for their interest; however only those selected for an interview will be contacted.

The Town of Grimsby is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes, and work environments. We will accommodate the needs of applicants under the

Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process.

If you require assistance, please contact the Office of Human Resources at (905) 945-9634, ext: 2191.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.



## JOB POSTING

Position Title: **Deputy Chief Building and By-Law Official**  
Department: Building & By-Law Enforcement  
Reports to: Director of Building and By-Law Enforcement  
Grade: L (\$78,834 - \$92,746)  
Classification: Full Time/Management

## JOB SUMMARY

The Deputy Chief Building and By-Law Official assists the Director of Building and By-Law Enforcement/Chief Building Official (CBO) in all aspects of Town's Building and By-Law division including plans examination, building and plumbing inspections, permit issuance in compliance with the Ontario Building Code, the Town of Grimsby By-laws and other applicable legislation. This position provides support and back up to the Director of Building and By-Law Enforcement.

## DUTIES AND RESPONSIBILITIES

### 1. Building Permit Applications

- 1.1 Receives and reviews building permit applications for all classes of buildings (e.g. residential, commercial) to ensure engineering, architectural, mechanical, electrical and structural plans are compliant with the Ontario Building Code, Regulations and other applicable legislation.
- 1.2 Processes applications for residential, commercial, institutional, industrial purposes including accessory buildings, demolitions, plumbing and sewer/drain, private swimming pools and farm buildings.
- 1.3 Performs fee calculations including both Regional and Municipal Development Charges, zoning check, verifies lot-grading, site plan agreements and subdivision requirements in addition to plan examination.
- 1.4 Confirms Ontario New Home Warranty registration.
- 1.5 Coordinates required approvals from other Town Departments and outside agencies.
- 1.6 Corresponds with owners, architects, engineers and designers during the plan review process.
- 1.7 Advises applicants of other authorities having jurisdiction or requirements prior to permit issuance.
- 1.8 Forwards applications to the Chief Building Official after conformity with all requirements have been determined.

### 2. Building Inspections and Enforcement

- 2.1 Performs site inspections for all classes of buildings to ensure compliance with the building, plumbing and safety provisions or the Building Code and Regulations, municipal by-laws and other related legislation.
- 2.2 Issues orders and any required enforcement, as necessary, with the assistance of the Chief Building Official.
- 2.3 Maintains proper records relating to all building inspection processes, which may include site plans, subdivision and on-going permit status.
- 2.4 Ensures field work is performed in a manner consistent with the occupational Health and Safety Act and the Corporation's Health and Safety Policy.
- 2.5 Acts as a witness in court, as required.

### 3. Public Relations/Community Support

- 3.1 Assumes leadership role in providing exceptional community relations, external communications and customer service on behalf of the Town in relation to all building, permit, code and

departmental related matters; maintains the positive image and integrity of the Town and Department in all external and public communications; oversees and sets standards for external communications with staff.

- 3.2 Provides customer support in person and by telephone regarding building, property, by-law, zoning requirements and Building Codes and related legislation, authorities.
- 3.3 Provides information to applicants and the public on permit application process and requirements.
- 3.4 Responds to inquiries and provides information to public regarding permits and Ontario Building Code, related by-laws and policies, inspections, fees and charges, zoning and other matters pertaining to Planning and Building.
- 3.5 Refers complaints received at the counter to the appropriate staff and/or department.

#### **4. Administration**

- 4.1 Attends meetings and provides reports, updates, information and subject matter expertise.
- 4.2 Assists the Director of Building and By-Law Enforcement in the preparation of reports to the Planning and Development Committee, budget and correspondence.
- 4.3 Maintains records and hard and soft copy filing system.

#### **5. Staff Supervision**

- 5.1 Oversees the work of five direct reports including hiring, delegation, providing direction, feedback, training, resources and performance management.
- 5.2 Escalates significant staffing issues to the Director of Building and By-Law Enforcement.

#### **6. Backup Chief Building Official**

- 6.1 Performs duties of the Chief Building Official (CBO), as required, during absences.

#### **7. Other**

- 7.1 Other related duties, as assigned.

### **SUPERVISION**

Direct Reports (5) Employees – Salaried Group

### **PHYSICAL DEMANDS**

Frequent office workstation/computer use

Exposure to the public and dealing with conflicts and concerns regarding inspections and by-law enforcement

Outdoor work is required, including work at construction sites and work during outdoor temperature extremes and inclement weather

### **EDUCATION/CERTIFICATIONS**

College Diploma in Construction Engineering Technology or related field.

Ministry of Municipal Affairs and Housing qualification in the following categories:

- Power and Duties of a Chief Building Official – Legal Process
- House
- Small Building
- Large Building
- Building Structural
- Plumbing House
- Plumbing All Buildings
- HVAC House
- Building Services
- Detection, Lighting and Power

**Holds and maintains certifications:**

- CBCO - Certified Building Code Official
- BCIN Building Code Certification Number

**EXPERIENCE**

Minimum 6 years of recent related municipal or public sector experience as a residential and commercial building inspector, enforcing and administering building permit process in accordance with Building Codes and related legislation

**SKILLS**

- Specific and extensive knowledge of the Ontario Building Code and Act and accepted construction and plumbing practices for all types of buildings
- Specific and extensive knowledge of fire separations, fire protection and barrier free requirements
- Working knowledge of the Planning Act, the Ontario New Home Warranties Act, the Public Utilities Act, the Municipal Freedom of Information and Protection of Privacy Act and National Fire Protection Association (NFPA) Standards
- Outstanding interpersonal, problem solving and conflict resolution skills
- Leadership skills, the ability to effectively manage, motivate and engage a team
- Public relations and communication skills
- Excellent customer service skills

**OTHER**

Hours of Work: Monday to Friday, 8:30 a.m. to 4:30 p.m.  
Job-Specific Requirements: Valid Class G Ontario Drivers' License and clean driving record