



Career Opportunity
Municipality of Chatham-Kent

Community Development
Building Development Services

Building Engineer/Manager
(permanent full-time)
Job # BuildDev 19-1

Job Description:

The Municipality of Chatham-Kent has an opening for a Building Engineer/Manager with Building Development Services. The Building Engineer/Manager will assist the Director/Chief Building Official in ensuring that the division reaches its goals and meets its objectives. The Building Engineer/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 Building Engineer/Manager is a visible partner in the community and workplace and a champion of community engagement, development and sustainability. This position participates on the Manager/Supervisor Team.

Location:

315 King St W, Civic Centre, Chatham

Position reports to:

Director, Building Development Services/Chief Building Official

Reporting to this position:

Building Inspector/By-law Enforcement Officers

About Building Development Services:

The division oversees private and publicly owned buildings within our community, by enforcing the Ontario Building Code, local Zoning By-laws and other applicable regulations. Municipal By-Law Enforcement Officers address most by-law violation complaints.

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:

- As the Building Engineer/Manager with the Municipality of Chatham-Kent, you will examine and review permit plans and specifications for conformity with the Ontario Building Code, Zoning, Building By-Laws and other applicable laws; you will also examine and analyze structural systems, life support systems, including smoke control measure, building services and fire suppression systems
- Your professional engineering expertise will also enable you to advise and assist design professionals in the depth of buildings by engaging in preliminary design discussions, during which you will provide technical design information, materials evaluation and code interpretation
- You will be the direct contact for the Ministry of Municipal Affairs and Housing in respect to code inquiries as well as engage in an Acting Chief Building Official role as required
- You will supervise Building/By-Law Enforcement Officers responsible for the Ontario Building Code, Property, Zoning and other By-Laws as well as Section 27 of the Occupational Health & Safety Act

Essential Qualifications:

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

- Bachelor of Engineering from a recognized university, eligibility for designation as a Professional Engineer in Ontario, and related work experience
- Qualified under Ministry of Municipal Affairs and Housing qualification and registration program under the Ontario Building Code Act as a "Qualified Inspector" with the following categories:
 - General Legal/Process
 - Small Buildings
 - Complex Buildings
 - Building Services
 - Building Structural
 - Plumbing All Buildings
 - On-Site Sewage Systems
- Experience in Building Code administration and plans review
- Significant knowledge of building regulations and construction practices and/or formal building design experience
- Experience managing others
- Demonstrated ability to organize and prioritize workloads
- Excellent written and verbal communication skills combined with the ability to work with diverse groups to reach solutions
- Strong computer skills, specifically Microsoft Office (Word, Excel, PowerPoint, Outlook) (or other similar software program)
- All employees will be required to complete their Health & Safety and other on-line mandatory training on or before their first day of employment; other training (including Health & Safety policies) may also be required

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

Work Environment:

This position works both indoors and outdoors.

Hours of Work:

This position will work weekday hours, with occasional evening and weekend hours.

Driver's license/vehicle requirements:

Because of the responsibilities, this position requires the successful candidate to have a valid class _____ Ontario driver's licence; 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
- Advised the Chief Building Official of the safety training needs for 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 OHS 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 22.73 kgs. or 50 lbs) (occasional lifting is required when called upon to inspect job sites)
- Climbing: occasional climbing ladders (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 job provides for a total reward package that includes an annual salary range of \$85,512 to \$100,592 (based on grade 10 of the 2019 non-union full-time compensation plan) (currently under review), plus participation in the OMERS pension plan (mandatory), vacation entitlement and a comprehensive benefit package that includes life insurance, accidental death and dismemberment, short and long term disability, extended health and dental benefits following the successful completion of a 3 month waiting period.

Applying:

Candidates interested in the above position are asked to **submit our application form** (the application form can be found in the job ad at <https://portal.chatham-kent.ca/Jobs/MunicipalJobs/Pages/MunicipalJobsList.aspx>) **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., Tuesday, April 2, 2019 (Ontario Daylight Savings Time):

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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