



The Corporation of the Town of Bancroft

The Town of Bancroft is hiring a Chief Building Official as a result of an upcoming retirement. The CBO contributes to the safety and well being of the residents and visitors to the Town through the administration and enforcement of the Ontario Building Code Act, Ontario Fire Code, Planning Act, Municipal Act, Property Standards By-Law, and other related By-Laws. This is a full-time non-unionized position. The preferred candidate will possess post-secondary education in construction inspection techniques, Engineering or Architectural Technologist, combined with a minimum of three (3) years' relevant experience in building inspection or an acceptable combination of equivalent experience or education with demonstrated ability in core competencies including effective communication, analytical skills and demonstration of a general working knowledge of municipal operations and the working of other departments.

A full job description may be viewed at www.bancroft.ca and qualified candidates are invited to submit a cover letter and resume to the attention of Lianne Sauter, Director of Corporate Services/Clerk at 8 Hastings Heritage Way, Bancroft, or by email to lsauter@bancroft.ca.

We thank all applicants who respond to this advertisement. Only those applicants selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection Act for the purpose of candidate selection. We are an equal opportunity employer committed to inclusive barrier-free recruitment and selection processes.

Chief Building Official – Job Description

<u>Position:</u> Chief Building Official	<u>Posting Date:</u> September, 2019
<u>Affiliation:</u> Fulltime (Employment Agreement) Non-unionized, 40 hours/week	<u>Salary:</u> \$81,000 to \$90,000 plus comprehensive benefit package upon completion of probationary period.

Position Summary:

Reporting to the Manager of Building and By-Law/Fire Chief, the Chief Building Official will contribute to the safety and well being of the residents and visitors to the Town through the administration and enforcement of the Ontario Building Code Act, Ontario Fire Code, Planning Act, Municipal Act, Property Standards By-Law, and other related By-Laws.

Responsibilities and Activities:

- Chief Building Official
 - Required by legislation (The Ontario Building Code Act and Regulations) to enforce the Ontario Building Code Act by conducting physical inspections of buildings.
 - Processes building permit applications (Ontario Building Code Act and Town By-Laws); receives and reviews applications; discusses applications with property owners and/or their representatives; explains the content and intent of the Building code.
 - Review building plans and conducts regular inspections.

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- Performs detailed site inspections to ensure construction is in compliance with the Ontario Building Code Act and associated regulations and guidelines.
- Issues various Orders as required under the Code for non-compliance; prepares written Orders, and documents the reasons for their issue.
- Review and comment on planning and development related applications (i.e. Site Plan, Minor Variance, Zoning By-Law Amendment, etc.) and responds to other requests for information such as special occasion permits, questionnaires, surveys, etc. related to Building Code Related matters.
- Issues septic permits, inspections as required by Part 7 of O.B.C.
- Assists Fire Chief and Deputy Fire Chief with respect to Fire Code inspections and enforcement.
- Prepares quarterly written reports for Council and monthly for CMHC and Statistics Canada.
- Responds to lawyer inquiries concerning building, zoning and drainage matters.
- Reviews all applicable By-Laws, agreements, regulations prior to issuance of permits.
- Review plans and specification for the issuing of building permits.
- Issue building permits.
- Issue final and occupancy certificates.

- **Plumbing Inspector**
 - Inspection and enforcement of Ontario Building Code, Part 7 (Plumbing).
 - Reviews plumbing plans for compliance with regulations of the Ontario Building Code.
 - Conducts on-site inspection of plumbing installations.
 - Conducts on-site inspection on in floor Hydronics installations.
 - Issues various Orders as required under the Code for non-compliances; prepares written Orders, and documents the reasons for their issue.
 - Inspections as per B-365 CSA as required under O.B.C.

- **Zoning Officer**
 - Reviews and comments on planning applications when required.
 - Discusses and clarifies planning rules and regulations with ratepayers, builders, developers, etc.
 - Recommends policy procedures to Fire Chief, Clerk, Council and Planning Staff on planning and development matters.
 - Prepare zoning compliance letters for lawyers.
 - Provides support and investigative services to the Planning Department.

- **Other**
 - Works with Planning Staff, Fire Department and Clerk to help ensure efficient and effective procedures and polices for new development and redevelopment within the Town.
 - Responsible for administration and liaison duties as they pertain to the foregoing responsibilities.
 - Develops and recommends policy on the performance of inspection and enforcement duties.
 - Provides input on Operating and Capital Budgets for areas of responsibility.
 - Reviews and recommends fees for areas of responsibility.
 - Maintains an effective liaison with other staff and various Ministry representatives in the performance of responsibilities.
 - Maintains knowledge, skills and expertise at a high level by attending appropriate courses, training seminars, conferences and by selected reading.
 - Provides assistance and direction to other Town staff and departments with respect to facility inspections, maintenance and capital improvements of Town facilities.

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- Attend regular OBOA meetings and training sessions.
- Attend site visits to assure compliance with zoning By-Law and OBC's requirements.
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- Other related duties, as requested and required.

The foregoing description reflects the general duties necessary to describe the principle functions of the job identified, and shall not be construed to be all of the work requirements that may be inherent in this classification.

Summary of Qualifications:

- BCIN # for Certification to be supplied.
- Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the minimum following categories: General Legal / Process (Chief Building Official); House; Small Buildings; Plumbing House; Septic HVAC/Ventilation; Plumbing All Buildings; Large Buildings. Building services, Structural, and Legal duty of the CBO or willingness to upgrade to achieve.
- Knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Ontario Plumbing Code, Fire Code and applicable Municipal, Provincial and Federal Laws.
- Membership in the Ontario Building Officials Association, Municipal Law Enforcement Officers Association and Plumbing Inspector Association.
- Knowledge of building construction and theory through technical training in engineering technology and survey techniques.
- Past record of effective communication and analytical skills dealing with clients, architects, engineers, other government agencies and contractors would be an asset.
- Ability to read and interpret construction drawings, engineering/surveyors' reports.
- General working knowledge of municipal operations and the working of other departments.
- Good analytical, organizational and communication skills.
- Ability to exercise good judgement in enforcement functions and decision-making.
- Willingness to update training and knowledge required for the position in all areas.
- Proficiency in the MS Office Suite (Word, Excel, PowerPoint, Outlook) and working knowledge of computer programs including AutoCAD, and Manager and GIS.
- Technical letter, notice, memo and report writing skills
- Valid Class G Drivers License. Must operate a vehicle on a regular basis, usually within the Municipality.

Working Conditions:

- Usual hours of work are Monday to Friday, 8:00 am to 5:00 pm (40 hours per week).
- Attendance at evening Council and Committee meetings may be required.
- Physical risks exist on constructions sites. Some work must be carried out in inclement weather. Is required on occasion to enter hazardous environments.
- Stress is a factor of the position because of the variety of duties and prospects of peak periods in certain seasons and because of the reality of conflict with citizens about inspection and enforcement.
- General office working conditions.