



THE CORPORATION OF NORFOLK COUNTY – JOB POSTING # NU 27.20

Position: Supervisor, Building

Status: Permanent Full Time

Employee Group: Non-Union

Salary: \$73,435 - \$91,794 per annum

Division: Planning and Development

Department: Building

Reports To: Chief Building Official

Location: Simcoe

Posting Period: September 23, 2020 – October 7, 2020



How to Apply:

Follow the link below for the application process:

<https://apply.workable.com/j/7FD5B79AB3>

Basic Function:

To Assist the Chief Building Official in the administration of provincial legislation relating to construction and by-laws passed by Council and in the administration of the Building Department. Ensure compliance with the Ontario Building Code, and to act as a Chief Building Official in his/her absence.

Knowledge and Experience:

- Post-secondary education in Civil Engineering/Architectural Technology or equivalent with five (5) years directly related experience in a municipal environment or equivalent.
- Qualified and registered with the Ministry of Municipal Affairs and Housing relating to the powers and duties of a Chief Building Official and the categories of qualifications set out in Division C of the Ontario Building Code. (Applicants who possess a majority of these qualifications may be considered, contingent upon completion within a specified timeframe).

- Obtain CBCO designation (Certified Building Code Official) through the Ontario Building Officials Association.
- Certified as a Property Standards Officer or can qualify.

Skills and Abilities:

- Working knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Fire Code, Provincial Offences Act and applicable Municipal, Provincial and Federal laws.
- Comprehensive knowledge of all types of building construction materials and methods, and stages of construction.
- Good knowledge of civil engineering and architectural principles as applied to building design;
- General knowledge or awareness of zoning by-laws, development applications and other municipal by-laws that may intersect with building;
- Ability to read and accurately interpret plans, specifications and blueprints;
- Ability to assign, supervise and review the work of staff and to give advice on difficult inspections, procedures and related problems;
- Superior customer service skills.
- Effective communication and analytical skills dealing with clients, contractors, architects, engineers, government agencies, internal staff and the public.
- Knowledge of legal and court processes and procedures, enforcement and all relevant legislation.
- Excellent interpersonal and technical skills along with strong conflict resolution skills.
- Valid Ontario driver's license and access to a reliable vehicle
- Computer expertise in corporate standard software (Microsoft Office) and department specific software (City View) to data search and entry and to create and modify word processed documents
- Must be aware of, and help implement, safe work practices as they relate to job responsibilities and work environment, and have a good understanding of the Occupational Health and Safety Act

Position Description:

- Assist Chief Building Official in administration of Building Department activities.
- Perform the statutory duties of the CBO pursuant to the Building Code Act and the Ontario Building Code in the absence of the Director/CBO.
- Provides guidance to building team with respect to the permit administration, permit issuance, inspection, enforcement, and interpretation of the Building Code Act, Ontario Building Code, and its related applicable law consistent with established policies, practices and procedures as directed by the Director/CBO.
- Assists the Director/CBO regarding technical matters, research, new initiatives and prepares reports and/or recommendations.
- Cooperates with other departments and/or agencies, and attends internal/external meetings.
- Monitor permit intake process, plan examination and inspection activities and scheduling to ensure consistency and adherence to expected level of services in accordance with policies and procedures. Instigate and oversee new innovations and process enhancements.
- Monitor and guide innovations for the electronic permit database system (CityView) to ensure input consistency and validity of information be entered and assist with the implementation of electronic plans examination and permit processing standards.
- Assist in the development of policies and procedures, service level guidelines as it relates to permit application intake, plan examination and building inspections to improve efficiency and maintain consistency
- Assist the Building Department in providing building permit application plan review and related inspection services, all in accordance with the Building Code Act, Ontario Building Code and other applicable law.
- Responsible for enforcement of Building Code Act and Regulations pertaining to buildings in the Province of Ontario.
- Under the direction of the CBO, reviews planning documents to ensure compliance with provisions of the Building Code Act and Ontario Building Code
- Daily review of staff to ensure consistent enforcement of code and regulations and maintain smooth day to day operation of Building Department.

- Ensure timely and appropriate response and subsequent action to all public, stakeholder, staff or Council inquiries.
- Research and assess innovative and new building methods and materials for compliance with building regulations and Ontario Building Code.
- Participate in working committees, idea generation, staff recognition, training opportunities and other opportunities for a great working environment.
- Discharge of other duties and responsibilities as may be assigned.

The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.