



MUNICIPALITY OF PORT HOPE

JOB DESCRIPTION

Position: Building Official/Municipal Law Enforcement Officer (MLEO)

Department: Fire and Emergency Services

Purpose of the Position:

The Building Official is responsible for site inspections of industrial, commercial, institutional, multi-unit residential buildings and Part 9 buildings as required to ensure compliance with the Ontario Building Code, Municipal By-laws, Zoning By-laws, Property Standards By-laws, and other Statutes and By-laws pertaining to the use and occupancy of buildings within the Municipality of Port Hope.

Responsible to: Chief Building Official

Supervises: None

1.0 RESPONSIBILITIES:

(The following sets out the principal functions of the position and shall not be considered as a detailed description of all work requirements).

- 1.1 Examine and recommend for approval or rejection, building plans and specifications submitted to ensure compliance with statutory provisions, codes, standards, procedures and by-laws.
- 1.2 Inspect work in progress and completed work to ensure that it has been performed according to statutory provisions, standards, procedures and by-laws.
- 1.3 Inspect structural collapses, fire damaged or unsafe buildings to determine the extent of damage and the need for repairs or replacement, while collaborating with owners, consultants, insurers, MOL and other agencies involved.
- 1.4 Provide standard technical knowledge regarding statutory provisions, regulations, or by-laws to the public and to the Municipal administration.
- 1.5 Evaluate permit applications for issuance and issuance on behalf of the Chief Building Official and submit regular reports.

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- 1.6 Investigate complaints and enquiries regarding contraventions of statutes, regulations and by-laws, and reports on same.
- 1.7 Maintain continuous visual check for unauthorized work and contravention to regulations and reports on same.
- 1.8 Participate, as required by the Chief Building Official, in consultation with architects, engineers, builders.
- 1.9 Assist the Chief Building Official in maintaining records and files on applications, permits, plans, etc. pertinent to the operation of the building department.
- 1.10 Prepare correspondence as required by the Chief Building Official to carry out the duties of this position.
- 1.11 Assist the Chief Building Official in the administration of the Building Department.
- 1.12 When required, ensure that other authorities have approved plans prior to issuance of permit.
- 1.13 Assist the Chief Building Official in the enforcement of Zoning By-laws, Sign By-law, Property Standards By-law, Pool By-law, etc. as required by the duties of the Building Department.
- 1.14 Prepare and issue orders as required.
- 1.15 Co-operate with other local authorities and officials when jurisdictions overlap.
- 1.16 Deal tactfully and politely with the public and assist residents by providing information, answering general questions, and referring them to the appropriate Personnel.
- 1.17 Support the Municipalities Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.
- 1.18 Adhere to high standards of ethical behaviour and demonstrate their understanding that their personal actions impact the public's perception of the Municipality.
- 1.19 Perform other duties as assigned by the Chief Building Official or designate.

2.0 KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- 2.1 High school Diploma or equivalent, plus minimum two (2) years technical training at Community College (e.g. Architectural

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Technology, Building Science, or Engineering Technology) or equivalent.

- 2.2 Minimum two (2) years experience in building construction.
- 2.3 Minimum two (2) years experience in performing building inspections preferred.
- 2.4 Membership in the Ontario Building Officials Association (OBOA) would be an asset. Where not already attained, the successful candidate would be required to work towards attaining the Certified Building Code Official designation.
- 2.5 The following Ministry of Municipal Affairs BCIN qualification requirements for building officials: Large/Complex Building; Building Structural, Building Services, Small Buildings, House, On-site Sewage System, Plumbing All Buildings and General Legal/Process are required; however, Applicants who have not attained all the certifications may be considered.
- 2.6 Knowledge and ability to apply the Ontario Occupational Health and Safety Act and Regulations relevant to building construction.
- 2.7 Province of Ontario "Qualified" in all categories applicable.

Skills and Abilities

- 2.8 Verbal communication skills including courtesy, tact, discretion, explanation, judgment and persuasion.
- 2.9 Written communication skills including grammar/spelling skills and writing of reports/correspondence.
- 2.10 Analytical skills and decisiveness.
- 2.11 Detail Orientation skills.
- 2.12 Interpersonal and customer service skills.
- 2.13 Intermediate computer skills including expertise on Email and Word software and basic computer skills using Excel and database software.

3.0 OTHER

- 3.1 Valid and satisfactory 'G' license
- 3.2 Valid and satisfactory Criminal Record and Judicial Matters Check.

4.0 WORKING CONDITIONS:

- 4.1 Office work with requirement to perform work outdoors in varied work climates.

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- 4.2 Potential for safety hazards when inspecting buildings for compliance.
 - 4.3 Work may involve interactions with angry, abusive and uncooperative individuals.
 - 4.4 Considerable travel within the Municipality.
 - 4.5 Continuous upgrading and education is required.
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Employment Terms

Position: Full-time, Permanent

Hours: Thirty-five (35) hours per week

Compensation: \$59,345.52 to \$69,425.86 per annum

Application process:

Please submit your cover letter and resume on or before **Sunday June 27, 2021:**

Online at www.porthope.ca / Your Municipal Government / Careers /

Click on View Job Opportunities + Apply Online

The Municipality of Port Hope thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Municipality of Port Hope is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.