



MUNICIPALITY OF SOUTH DUNDAS

34 Ottawa Street, P.O. Box 740

Morrisburg ON K0C 1X0

613.543.2673 | southdundas.com

Chief Building Official

Job Title: Chief Building Official	Last Revision Date: November 8, 2021
Reports to: CAO	Approved by: Council
Wage Level: Pay Grade 5 (\$89,801 to \$97,939)	Type: Full-time

POSITION SUMMARY:

The Chief Building Official is responsible for ensuring compliance with provisions of the Ontario Building Code and all other relevant legislation and regulations while performing all aspects of the Building Department including efficient delivery of building inspections and septic inspections from the initial enquiry, examination of drawings and issuance of permits, through to compliance inspections and record keeping.

EDUCATION AND EXPERIENCE:

- Post secondary education in civil engineering technology, architectural technology, or similar related field or a related discipline, accompanied by a current recognized Certified Building Code Official (CBCO) designation.
- A minimum of five (5) years' experience in a supervisory/managerial role related to the construction field and enforcement of the Building Code Act, preferably within a municipal setting.
- Thorough working knowledge of the Building Code Act, the Ontario Building Code and other building related legislations/regulations/by-laws and related inspection processes.
- Understanding of applicable legislation related to the Building Code Act.
- Provincial qualifications from the Ministry of Municipal Affairs in:
 - CBO Legal
 - House
 - HVAC - House
 - Small Buildings
 - Building Services
 - Building Structural

- Large Buildings
- Plumbing – House
- Plumbing - All Buildings
- Complex Building and On-Site Sewage Systems are considered an asset.
- Excellent interpersonal, project/time management, organizational, analytical, communication skills.
- Superior customer service skills.
- Demonstrated working knowledge of the Occupational Health and Safety Act.
- Proficiency in the Office Suite of products or equivalent.
- Valid Ontario Class G Drivers' License and clean driver's abstract.

DUTIES AND RESPONSIBILITIES:

- Reports to the Chief Administrative Officer and is a member of the Senior Management Team.
- Ensures duties are performed with the expressed aim of protecting the Corporation from liability claims.
- Prepares and issues Building Department Activity reports to Council monthly.
- Oversees and ensures the preparation of various reports to the Ministry of Municipal Affairs and Housing, Statistics Canada and any other government agencies as required.
- Responds to general inquiries.
- Prepares the annual budget, in conjunction with the Treasurer, the annual budget for the Building Department and ensures sound operational financial planning and budgetary control and analysis.
- Supervises, directs, mentors and delegates work assignments to the Deputy CBO.
- Discharge of other duties and responsibilities as may be assigned from time to time by the CAO or Council.
- Building Permit and Planning Applications.
- Ensures that all development or improvements of property within the Municipality of South Dundas are in compliance with the Ontario Building Code, the current Comprehensive Zoning By-Law and Official Plan and other applicable legislation.
- Receives and examines building permit applications to ensure submission of proper drawings, specifications, and other information necessary for the issuance of a building permit including building envelopes.

- Issues building permits in accordance with the Ontario Building Code.
- Issues occupancy permits when all requirements for proper construction have been met and provides building permit information to the Municipal Property Assessment Corporation.
- Provides suggestions, recommendations and/or assistance to applicants to ensure compliance with the Ontario Building Code, Comprehensive Zoning By-Law, and Official Plan.
- Works collaboratively with the Planning Administrator to advise applicants if any proposed building development requires an Official Plan Amendment, Zoning By-Law Amendment or Minor Variance and refers the applicant to the Planning Administrator to work with the applicant.
- Coordinates and attends site visits related to building permit applications and where applicable, with the Planning Administrator for planning applications under the Planning Act.
- Maintains records of permits issued, inspection reports, deficiency lists, orders issued, and occupancy permits for all properties in the Municipal computer software system.

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

WORKING CONDITIONS:

35 hours per week both in a normal office setting and off-site for inspections. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

The nature and variety of duties place this position in a high public profile. Stress is a factor due to close interaction with the public regarding conflicts concerning inspections and by-law enforcement. Occasional work may be required on evenings or weekends.

Must have proof of double vaccination against the COVID-19 virus as per the Municipality's Vaccination Policy 3-29.

PHYSICAL DEMANDS:

Must possess: strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors in wiring; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard and/or calculator and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

APPLICATION DEADLINE:

The Municipality of South Dundas is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

Applications will be accepted until December 3, 2021 at 12:00 pm (Noon). Please send resume to hr@southdundas.com. We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of The Municipal Act, RSO 2001, and will be used in accordance with The Municipal Freedom of Information and Protection of Privacy Act for employment purposes.