



## MUNICIPALITY OF MISSISSIPPI MILLS JOB DESCRIPTION

<b>DEPARTMENT:</b>	Building and Planning Department
<b>DIVISION:</b>	Building
<b>JOB TITLE:</b>	Chief Building Official
<b>EMPLOYEE GROUP:</b>	Non Union
<b>SUPERVISOR:</b>	Chief Administrative Officer (CAO)
<b>REVISION DATE:</b>	July 2018

### **POSITION SUMMARY AND SCOPE:**

The Chief Building Official (CBO) shall carry out the Municipality's mandate under the Ontario Building Code Act and all other applicable Municipal By-laws. The CBO is the direct supervisor to a staff of four and oversees the daily operations of the Building Department.

### **DUTIES AND RESPONSIBILITIES:**

1. Perform the statutory duties of the Chief Building Official.
2. Manage the enforcement of the Ontario Building Code and all other laws as they apply to buildings and structures.
3. Manage the provisions of the Property Standards By-law as they apply to the use and occupancy of any building or piece of land.
4. Issue building permits and orders of compliance. Ensure that all relevant inspections, orders or notices are executed as they relate to permits issued or regulations violated. Processes property, zoning, work order and survey compliance requests.
5. Responsible for the overall management of the Building Department.
6. Collaborate with the CAO to develop, monitor and manage the operational and capital budgets.
7. Ensure accurate administration and monitoring of related expenditures.
8. Work with the CAO developing policy and procedures for the Building Department.
9. Prepare reports and provide recommendations to Council. Act as a resource person to Council with respect to Building related matters.
10. Oversee the inspections process and records management in accordance with the Ontario Building Code.
11. Collaborate with Planning staff on the review of large development proposals.
12. Investigate and resolve requests and concerns from taxpayers to ensure the necessary action is taken in a timely manner.

13. Prepare documentation, provide evidence, and serve as a representative as needed before the courts and applicable tribunals related to violations of applicable laws.
14. Serve as an appointed By-law Enforcement Officer and Property Standards Officer and conducts investigations related to the same.
15. Perform other duties as assigned.

#### **EDUCATIONAL REQUIREMENTS:**

- A diploma in civil engineering technology or architectural technology or equivalent
- 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; Plumbing All Buildings; Large Buildings
- Qualification in the following categories would be considered an asset: HVAC House; Building Services; Building Structural
- Membership in the Ontario Building Officials Association and Municipal Law Enforcement Officers Association

#### **SKILLS AND COMPETENCIES:**

- 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.
- Ability to review and comment on planning and development related applications, read and interpret construction drawings
- Strong computer skills, including knowledge of Microsoft Office software and other related software packages with a strong sense of uses/opportunities for technology in a municipal environment.
- Excellent verbal and written communication skills
- Commitment to a team approach and a strong focus on customer relations and customer satisfaction
- Strong leadership skills and ability to exercise good judgement in decision-making
- Valid Class G Ontario Driver's License.

#### **EXPERIENCE:**

- A minimum of five (5) years' experience in a municipal setting as Chief Building Official or equivalent experience involving the Building Code and Building Code Act.

**WORKING RELATIONSHIPS:**

<b>Internal</b>	CAO, Department Heads, support staff, Members of Council
<b>External</b>	Lawyers; professional consultants; public; trades and construction professionals; agency partners

**SUPERVISOR/MANAGEMENT:**

The position has supervisory responsibilities.

Has a responsibility for the activities of a staff of four as well as performance of external advisors and service providers. Directs the activities of the department in accordance with legislation, regulation, established policies procedures, requiring the exercising of sound judgment. Responsible for the hiring, evaluation disciplining and dismissal of department staff in consultation with the Director.

**WORKING CONDITIONS:**

Hours of work: 40 hours per week

Evening meetings and overtime may be required