

Job Search

Deputy Chief Building Official (Regular, Full-Time) - CLOSSES: Friday January 27, 2023

545 Talbot St, St Thomas, ON N5P 2T9, Canada Req #673

Date Posted: January 13, 2023



An Opportunity to Join Our Dynamic Team ... in a Dynamic City

The Corporation of the City of St. Thomas -
Planning & Building Services Department has a position for a:

DEPUTY CHIEF BUILDING OFFICIAL

(Regular, Full-Time)

Job Posting #:673-01-23

POSITION SUMMARY:

This non-union position, under the general direction of the Chief Building Official, administers the implementation and enforcement of Provincial Statutes and Regulations, as they apply to buildings, structures, and their occupancy. Assists in the administration of the interpretation and enforcement of the Zoning By-Law, the Property Standards By-Law and other By-Laws relating to the use of buildings or lands. Reviews permit applications and issues permits when plans and supporting documents are complete. Inspects buildings and structures, existing or new, ensuring compliance with applicable regulations. Supervises and assists with the coordination of the staff and activities of the Building Services Section and acts as the Chief Building Official in his/her absence.

MAJOR TASKS:**Administration of Building and Land Use (85%)**

- Participates in the Supervision of all plan examinations, the issuance of all building permits, establishment and collection of fees and levies; the issuance of other permits, licences and legal documents issued to the public.
- Monitors the electronic permit database system to ensure input consistency and validity of information being entered and assists with the implementation of electronic plans examination and permit processing standards.
- Informs permit applicants, design consultants, professional engineers, architects, builders, property owners, project managers and building inspectors of any discrepancies discovered during plan examinations and requests all necessary changes to plans, submissions and other additional information required for complete review.
- Consults with prospective permit applicants and the general public with respect to the requirements of the Ontario Building Code (both technical and general) and Departmental requirements as an aid in the planning, design, construction and permit application processes.
- Interprets and gives direction (in consultation with the CBO) on the City's Development Charges By-Law to determine if the proposed development is subject to development charges and collects the appropriate development fee. Reviews the construction value for the proposed work and places a value on the work if required to ensure compliance with the City's Building By-Law. Supervises the collection of all fees under the jurisdiction of the Building Services Section.

- Ensures that the policies and objectives for the Building Services Area are met.
- In accordance with the Ontario Building Code, assists with the preparation of an annual report for public viewing regarding building permit fees authorized and costs to the City to administer and enforce the Ontario Building Code Act within the City boundaries.
- Conducts building, plumbing and zoning inspections and maintains records of various stages in the process, for all types and nature of construction (residential, commercial, institutional and industrial).
- Responds to directives from the CBO, senior management or City Council in a prompt manner and provides for the issuance of applicable reports as required.
- Supports staff with the enforcement and interpretation of the provisions of the Zoning By-law as they apply to the use and occupancy of any building or lands.
- Ensures that any building/development is in full compliance with Official Plan, Zoning, Subdivision Agreements and Site Plan Agreements.
- Writes and issues Ontario Building Code orders to comply when a contravention to the regulations is found and follows up by re-inspecting.
- Reviews approved plans for on-site inspection purposes. Interprets and explains procedures of inspections and gives verbal and written approvals for various stages of construction as completed.
- Responds to written and verbal inquiries with respect to construction and issues Certificate of Compliance/Non-compliance.
- Meets with owners, contractors, consultants and professionals as required to settle disputes, grievances and to provide expert advice.
- Reviews building permit applications and issues permits for on-site sewage systems in accordance with Part 8 of the Ontario Building Code and conducts field inspections.
- Responds to City Police Department request to attend and inspects known marijuana grow-houses to determine if building is safe for occupancy. Assists Police as requested to ensure safety of building prior to their entry.
- Provides technical support to City Fire Department, attends fire scenes as requested, and participates in joint inspections.
- Assumes the duties and responsibilities of the Chief Building Official in his/her absence.

Staff Management (15%)

- Supervises, directs, evaluates and coordinates planning staff, sets priorities, assigns work and provides technical direction and guidance.
- For all Personnel holding authorized positions under the incumbents' direct Supervision and subject to the Personnel Policy of the City:
 - Participates in the selection and hiring of employees
 - Appraises the performance and conduct of employees
 - Recommends the promotion, demotion, discipline and termination of employees
 - Schedules and/or grants sick and annual leave
 - Encourages and assists in maintaining a high standard of morale
 - Ensures operations and practices are consistent with the terms of any Collective Agreement and/or By-Law and that the Administration of such Agreement and/or By-Law is carried out.

*Note: The duties and responsibilities outlined above are representative but not all-inclusive.

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

This position must be compliant with all provisions of the Occupational Health and Safety Act, related to "Duties of a Supervisor" and "Duties of a Worker".

Performs such other related duties as may be assigned.

QUALIFICATIONS:

Three (3) year post secondary diploma in building science, Architectural technology or a related field. Ministry of Municipal Affairs and Housing qualifications: Must have Powers and Duties of CBO, House, HVAC-House, Plumbing-House, Plumbing-All Buildings, Small Buildings, Building Structural, Building Services, Large Buildings and Complex Buildings. Minimum five (5) years employed as a Municipal Building Official including three (3) years in progressive supervisory roles administering the OBC. Must have a strong work ethic with the ability to work independently or with a team. Critical understanding of legal and risk management principles and consequences. High level of critical thinking and analysis to identify underlying principles, reasons, or facts. Excellent conflict resolution skills with the ability to effectively deal with elected officials, staff, union executives, the public, advisory committees and stakeholders. Excellent communication (oral and written) and presentation skills with the ability to effectively deliver presentations and information to Council, the public and staff. Ability to think strategically and respond to a rapidly changing environment, monitor trends and effectively convey this vision to staff. Must have excellent computer skills utilizing Microsoft Office and electronic permit systems. Must have physical capability to carry out duties with the position classification (i.e. climb ladders, walk over rough terrain, enter

confined spaces). Must have or be eligible for membership in the Ontario Building Officials Association (O.B.O.A.). Must be competent within the meaning of the Occupational Health & Safety Act. Must be capable of issuing clearly understandable written instructions. Valid class G Ontario driver's licence and access to reliable transportation. Satisfactory Police Records Check. May be required to work outside and beyond the normal hours of work.

Remuneration Range: \$92,664 - \$115,710 per annum (\$44.55 - \$55.63 per hour) working a 40 hour work week plus a comprehensive benefit package. **Note: Remuneration is under review.**

Applications must be received no later than Friday January 27, 2023 at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities.

Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

Note: You will be required to answer Qualification questions during the application process.

When your application has been successfully received through Dayforce, you will receive an email from notify@dayforce.com stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Other details

Pay Type Hourly

Apply Now