



## **Employment Opportunity**

### **Chief Building Official & Supervisor of Bylaw Services**

The Township of North Dundas is an active municipality situated in eastern Ontario, just 30 minutes from Ottawa's downtown core. With a population of nearly 12,000 people, we are constantly seeing growth in our communities, as houses, businesses and public services continue to be developed. In the last year, building projects were valued at over \$25 million, confirming North Dundas' growing population, an increase in local jobs, and a positive outlook for a bright future.

Reporting to the Director of Development Services, this position will supervise and coordinate activities of the Building and Bylaw Services Divisions of the Township of North Dundas, be responsible for the administration and enforcement of the Building Code Act, the Ontario Building Code, relevant Provincial laws and municipal bylaws. This position ensures that construction projects in the Township of North Dundas comply with the Ontario Building Code regulations, the Ontario Building Code Act, municipal bylaws and other applicable law. This position will develop, implement and review the Emergency Management Program, which includes the development, execution, and monitoring of policies, procedures, documents, and working groups addressing the key areas of emergency management: prevention, mitigation, preparedness, response, and recovery. The Chief Building Official & Supervisor of Bylaw Services ensures professional competencies are met and maintained and that excellent customer service is delivered.

#### **Position Qualifications:**

- Possesses strong technical, organizational, analytical, and human relations skills.
- Willingness to learn and conduct research.
- Adaptable to changing work environments, and multi-tasking between unrelated disciplines.
- Maintaining accurate and detailed records of inspections and investigations.
- Willing to accept responsibility and demonstrate initiative.
- Skills in problem solving and must be solution oriented.
- Ability to organize department activities, interact with the public and staff, meet deadlines, and work under pressure.
- Emphasis is placed on the practical demands of the job, confidentiality, and professional ethics.
- Ability to work on a number of projects and tasks simultaneously and prioritize accordingly.
- Strong computer skills, and a good knowledge of standard business software.
- Exceptional interpersonal and communication skills with a confident and pleasant disposition, and able to defuse situations.

- Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

**Position Description and Duties:**

- Provide a high standard of customer service while performing a variety of inspection, advisory and enforcement services pertaining to the legislative role as per the Building Code Act and operate within the provisions of the established code of conduct.
- Develop, implement, review, update and enforce municipal bylaws and enforce Provincial Laws where required.
- Ensure compliance with provincial and municipal bylaws, in particular bylaws that regulate building and property standards. This includes conducting investigations in response to complaints, reporting findings, and issuing orders, tickets and/or summons, as required.
- Review and evaluate building plans and proposals with respect to the building code.
- Resolve conflicts in a proactive way: strive to gain voluntary compliance and assist in mediating disputes between property owners.
- Perform all statutory and operational requirements of a Chief Building Official.
- Manage and coordinate Building and Bylaw Services division activities.
- Control and issue orders including Orders to Comply, Orders not to Cover, and orders respecting the use and occupancy of a building.
- Issue Provincial Offences when required.
- Assist in the preparation, administration and reconciliation of departmental operational and capital budgets.
- Review and manage work of Building Inspectors and Bylaw Enforcement Officers.
- Be responsible to work, and ensure that all direct reporting staff work, in compliance with the Occupational Health and Safety Act and Regulations, municipal health and safety, and workplace violence policy and procedures as well as industry guidelines.
- Prepare set fines and short form wording for approval by Senior judge and the Attorney General's Office.
- Compile information, prepare and present reports with recommendations and implement policies and procedures to improve effectiveness of services, and ensure duties are performed accordingly.
- Answer correspondence concerning permitting, enforcement, and other activities.
- Assist the public in obtaining information related to their inquiry/request to a successful conclusion, regardless of applicability to department disciplines.
- Review and issue Mobile Food Premise Licenses.
- Counter reception as required.
- Provide information with respect to general inquiries of department initiatives, along with other municipal bylaws and programs.
- Manage the Administrative Monetary Penalty System (AMPS).
- Be a resource of information for frequently asked questions with regard to building, bylaw, and general enforcement principles.
- Conduct and/or manage investigations, collect evidence and commence

- prosecutions of offenders when appropriate, and testify as a witness in court when required.
- Liaise with the Fire Department, law enforcement, and other agency officials.
  - Assess the effectiveness of public education programs and develop new programs.
  - Oversee the Bylaw Services Division including the Senior Municipal Law Enforcement Officer, Emergency Management planning and implementation, Adult School Crossing Guard Program and other staff as assigned.
  - Establish goals and objectives, providing direction and guidance on standards and principles of operation as they relate to building, construction, enforcement, animal control, and emergency management.
  - Maintain current knowledge of new and amended legislation, regulations, bylaws, standards, and principles.
  - Maintain building permit and bylaw enforcement files and records systems.
  - Municipal contact for contracted services regarding Part VIII of the Building Code Act and the Building Code related to sewage systems.
  - Oversee animal control in the municipality with the Bylaw Services Division, including contracts for dog catcher, municipal (or shared) pound, dog tag salespeople, and dog tag software system.
  - Oversee Emergency Management for the municipality which is to be undertaken by the Senior Municipal Law Enforcement Officer/CEMC including:
    - Maintaining a community emergency response plan that meets the mandatory requirements of the Emergency Management Act and its regulations.
    - Conducting annual review of the Community Emergency Management Program and response plan.
    - Establish and maintain primary and alternate Emergency Operations Centers (EOC) with appropriate technological and telecommunications systems to ensure effective communication in an emergency.
    - Submission of necessary documentation for incident reports, compliance reports, funding requests, and any others, as deemed necessary.
  - Promote a positive, professional image to the public.
  - Perform other duties as directed, and undertake special projects as assigned.

**Other Requirements, Duties and Responsibilities:**

- Use a high level of professionalism, discretion, and protection of privacy at all times.
- Provide assistance to the Fire Chief and Planners.
- Follow the municipality's Code of Conduct.
- Possess keen observation skills and demonstrate strict attention to detail.
- Attend meetings as required to share knowledge and skills.
- Use conflict resolution and listening skills to ease complainant's inquiries.
- Must be a motivated, dynamic individual with exceptional customer service skills combined with the maturity and diplomacy to manage stressful situations with composure.



- Possess the ability to record and safeguard confidential information, as well as the organizational and time management skills necessary to operate efficiently with minimal supervision.
- Successful completion of a recognized CPR and First Aid Training course is an asset.
- Must have a Valid Class "G" driver's license and be able to provide and maintain a clean Drivers Abstract.
- Must provide a satisfactory current Police Criminal Record Check as a condition of employment.
- Memberships in the Ontario Building Officials Association, Municipal Law Enforcement Officers Association, and the Ontario Association of Property Standards Officers are considered an asset.
- Due to nature of work, the incumbent is at times required to work outside normal business hours and must be available 24/7. Must be able to adapt to different working environments and changing situations; at times, working long hours, in various weather conditions (hot or cold weather, in rain, etc.).
- Must be able to work in stressful situations for extended periods of time.
- Must be able to deal with difficult situations which require appropriate reactions to emergency situations and/or aggressive persons.
- Must have the ability to lead a variety of projects at the same time (heavy workload).

**Disposition of Job Description (reason for education requirements):**

The successful candidate will possess post secondary education in Building Sciences, Architectural or Engineering Technology, or a related discipline along with a designation as a Certified Building Code Official (CBCO), and a minimum of 8 years experience, complimented with knowledge of the Building Code Act, the Ontario Building Code, Fire Code and other building, plumbing, property and maintenance-related legislation, regulations, standards and principles.

Successful completion of Ministry of Municipal Affairs and Housing courses: General Legal/Process for inspectors, House, Small Buildings, Complex Buildings, Plumbing - all buildings, Building Services, Building Structural, CBO Legal. Must be qualified and registered with the Ministry of Municipal Affairs and Housing.

Other assets and disciplines that would augment the required skill set are: Bilingualism, Municipal Experience, Conflict Resolution, Technical Writing, Legal Courses, Law Enforcement Experience, WHMIS Training, Health and Safety Certification.

***The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.***

**Salary Range: \$97,363 – \$115,909 (2023 Rate)**

**Hours of Work:**

- Required to work a 7 hour day during normal business hours (35 hour work week). Additional hours are occasionally required.

**How to Apply:** Please submit your cover letter and resume, no later than 4:00 p.m. on October 4<sup>th</sup>, 2023, to:  
Township of North Dundas  
636 St. Lawrence St, P.O. Box 489, Winchester, ON K0C 2K0  
Via email: [careers@northdundas.com](mailto:careers@northdundas.com)

To view the full job description, please visit [www.northdundas.com/job-opportunities](http://www.northdundas.com/job-opportunities). Please note that, despite the minimum qualifications required, applicants with a combination of experience and education that is deemed equivalent may be considered.

This job description is available in alternative formats, or accessible communication supports, upon request. We thank all applicants who apply, but advise that only those selected for an interview will be contacted. The information gathered is in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and will be used solely for the purpose of candidate selection.