



Chief Building Official

The Corporation of the City of Elliot Lake is currently seeking applications for the position of Chief Building Official. Reporting to the Director of Clerks and Planning Services, the CBO is responsible for the City's Building Department including examining plans, building, and plumbing inspections, and issuing permits in the administration of the provisions of the Ontario Building Code, City of Elliot Lake By-Laws and other applicable legislation. In addition, this position oversees some aspects of Municipal law enforcement including Zoning and Property Standards.

The preferred applicant will have:

- Minimum three (3) year College Diploma in a related discipline (e.g., Civil Engineering Technology, Architectural Technologist or Applied Science Technologist) and current Certified Building Code Official (CBCO) designation.
- Minimum five (5) years of Municipal experience.
- Candidates must also hold a provincial qualification as a Chief Building Official and Inspector in all technical categories of code administration.
- Excellent interpersonal, customer service, report writing, project / time management and communications skills (oral and written) are required. Interaction is with a variety of people inside and outside the organization.
Requires strong communication, negotiation, conflict resolution and problem-solving skills, as well as a high level of confidentiality and professionalism.

Please visit our website at www.elliottlake.ca for more information on the City of Elliot Lake.

Salary Range: \$83,950 - \$99,940 + full employee benefits program.

For more information or to submit your application please visit the Indeed website at <https://ca.indeed.com/job/chief-building-official-a22390b809da8ef0>

All applicants are thanked, but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of candidate selection. Consistent with the Accessibility for Ontarians with Disabilities Act (AODA) it is the policy of The Corporation of The City of Elliot Lake that qualified individuals with disabilities not be discriminated against because of their disabilities in regard to job application procedures, hiring, and other terms and conditions of employment, including recipients of ODSP & CPP-D. It is further the policy of The Corporation of The City of Elliot Lake to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process. The Corporation of City of Elliot Lake is prepared to modify or adjust the job application process or the job or work environment to make reasonable accommodations to the known physical or mental limitations of the applicant or employee to enable the applicant or employee to be considered for the position he or she desires, to perform the essential functions of the position in question, or to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities, unless the accommodation will impose an undue hardship. If reasonable accommodation is needed, please contact Human Resources at hr@city.elliottlake.on.ca.

THE CORPORATION OF THE CITY OF ELLIOT LAKE
POSITION DESCRIPTION

POSITION: Chief Building Official

DATE PREPARED: October 20, 2021

REPORTS TO: Director of Clerks and Planning Services

DEPARTMENT: Planning Services – Building & By-law

MAIN FUNCTION:

Reporting to the Director of Clerks and Planning Services, this position is responsible for the City's Building Department including examining plans, building and plumbing inspections, and issuing permits in the administration of the provisions of the Ontario Building Code, City of Elliot Lake By-Laws and other applicable legislation. In addition, this position oversees some aspects of Municipal law enforcement including Zoning and Property Standards.

PRIMARY DUTIES

- Establishes operational policies for the enforcement of the Building Code Act and the Building Code.
- Coordinates and oversees the enforcement of the Building Code Act and the Building Code.
- Exercises powers and performs other duties assigned under the Building Code Act and the Building Code, in accordance with the standards established by the applicable code of conduct.
- Oversees and reviews permit applications. Examines plans submitted for permit applications for conformance to the Ontario Building Code and issues building and plumbing permits.
- Conducts on-site inspections, ensuring contractors, owners and agents are in compliance with the appropriate Provincial Acts, Codes and By-Laws.
- Provides technical advice and responds to public enquiries relating to construction and the Building Code.
- Administers the Zoning By-Law, including responding to inquiries from solicitors and the general public.
- Manages the day-to-day activities of the Building Department including rationalizing budget accounts, supervision of staff and the maintenance of project records.
- Prepares annual budget and work plan for the department.
- Issues Orders to Comply, Stop Work Orders and Emergency Orders.
- Maintains and administers civic address maps and numbering system under the appropriate By-Law.
- Provides information, responds to enquiries from the general public in a timely manner and attempts to resolve any disputes.
- Participates in the prosecution of code violations, including providing court testimony.

- Coordinates enforcement activity with other staff and relevant agencies.
- Prepares all legal documents, Notices of Violation, orders and maintains all Property Standard records.
- May be required to fulfill the role of Secretary to the Property Standards Committee by organizing Property Standards Committee meetings, preparing reports, agendas and minutes.
- Coordinates remedial measures to properties.
- Maintains parking tag records database and MTO enquiry agreement.
- Performs other related duties as required.

QUALIFICATIONS

Education and Training:

- Minimum three (3) year College Diploma in a related discipline (e.g. Civil Engineering Technology, Architectural Technologist or Applied Science Technologist) and current Certified Building Code Official (CBCO) designation. Candidate must also hold a provincial qualification as a Chief Building Official and Inspector in all technical categories of code administration.

Experience:

- Minimum five (5) years of related Municipal experience.

Knowledge, Skills & Abilities:

- Knowledge of applicable Municipal by-laws, Federal and Provincial legislation, related regulations and procedures, including the Ontario Building Code and the Provincial Offences Act.
- Demonstrated knowledge of building material, construction practices and procedures including reading and comprehension of plans, blueprints and building construction drawings.
- Use of best practices within area of responsibility; current and emerging issues within and that affect the department's jurisdiction
- Experience with building, zoning and development procedures and methods; engineering aspects of building and development projects.
- Must possess a valid Province of Ontario Class "G" Driver's Licence and have an acceptable driving record.
- Excellent interpersonal, customer service, report writing, project / time management and communications skills (oral and written) are required. Interaction is with a variety of people inside and outside the organization.
- Communication with the public may involve detailed exchanges, managing conflict, mediating disputes and assisting to reach consensus. Requires strong negotiation and problem-solving skills, as well as a high level of confidentiality and professionalism.
- Thorough working knowledge of Microsoft Office and Property Management System software. Working knowledge of Great Plains software would be an asset.

- Ability to prepare an effective business plan and budget for the department
- Requires knowledge and application of Occupational Health and Safety legislation and best practices.

Supervisory Responsibilities:

- Supervises three (3) employees

Working Conditions:

- General office conditions plus travel to site locations (e.g. for inspections)
- Day shift position, with some flexibility to respond to attend evening meetings (e.g. Committees, Council)

Acknowledged by:

Approved by:

Incumbent

Chief Administrative Officer