



**The Corporation of the  
Municipality of McDougall  
Job Description**

**CHIEF BUILDING OFFICIAL – Closing February 20<sup>th</sup>, 2020 at 2:00PM**

**POSITION TITLE: Chief Building Official**

**REPORTS TO: CAO**

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**POSITION SUMMARY:**

The Chief Building Official is responsible for operations of building services under the Ontario Building Code; compliance with the Building Code; Property Standards By-Law and Zoning By-Law as well as other municipal regulations. Providing services to the public including responding to enquiries about building permits, property standards, municipal zoning by-law and other municipal regulations developed under the Planning Act and Municipal Act.

**CORE DUTIES AND RESPONSIBILITIES:**

1. **Leadership/Management:** Manage the general, financial and day to day activities of the Building Services Department.
2. **Policies:** Ontario Building Code, Property Standards By-Law, Zoning By-Law, Planning Act, Municipal Act. Occupational Health and Safety
3. **Budget:** Plan and work within Building Services Budget.
4. **Council Support:** Provides information and advice to Council.
5. **Privacy:** Maintain confidentiality of rate payers, fellow employees and council in accordance with the (Municipal) Freedom of Information and Protection of Privacy Act (MFIPPA). Last Amended 2016-04-05.

**DESCRIPTION OF DETAILED DUTIES AND RESPONSIBILITIES:**

1. Creates and develops plans, programs and procedures for carrying out the Corporation's policies and by-laws within the Building Services.
2. Prepare reports and recommendations, attends Committee/council meetings on a monthly basis and other meetings as required. Make presentations and provide advice and guidance on municipal building permit processes and applications, construction issues, zoning issues and new or pending legislation and regulatory standards and guidelines.
3. Ability to prepare and file building activities reports to the CAO, MPAC, Statistics Canada, Tarion and Council.

4. Administers and directs the permit function including directing development of appropriate building/structure permit processes and fee schedules; review and authorize permit application forms and information materials; monitor fees collection; oversee the building/structures plans review function and provide direction/guidance as the CBO; authorize building/structure, pool enclosure permits; ensure maintenance/update of statistical databases regarding construction and that regular reporting requirements are met; track permits and scheduling of inspections.,
5. Maintain inspection functions including risk assessment and recommending inspection programs. Issue Notices of Violation, Orders to Comply, Stop Work Orders and Occupancy Permits. Investigate major issues/complaints and facilitate resolution where significant problems have arisen.
6. Consult and prepare the annual operating and capital budget. Operates responsibly within the department budget.
7. We are a Service Industry and must foster excellence in customer service. Respond to inquiries from community, internal departments, other governments/agencies, residents, elected officials and the construction industry regarding building department activities.
8. Implements e-based documents and paperless record keeping for the Building department where appropriate. Provides inspection reports in the field when appropriate.
9. Responsible to adhere to the Occupational Health and Safety Act and Municipal Health and Safety Policy and to ensure that employees under their supervision adhere to the same.

### **CREDENTIALS REQUIRED/DESIRED**

1. Currently a Chief Building Official.
2. Five (5) years experience, excellent interpersonal skills, project management, analytical, communication, presentation public/media relations, problem solving, negotiations, report writing and record keeping skills.
3. Community college diploma in Building Sciences, Engineering Technology or Architectural Technology, or a University Degree in related Engineering or Architecture.
4. 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 LegalQualified and registered with the Ministry of Municipal affairs and Housing.

