

## JOB DESCRIPTION

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**POSITION:** Building Official  
**DEPARTMENT:** Building Services  
**REPORTS TO:** Chief Building Official

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**SUPERVISES: 0**

**BAND: 8**

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The Municipality of Grey Highlands is a vibrant and dynamic community in the heart of the Beaver Valley and proudly boast the natural beauty of our many waterfalls, scenic vistas, trails, and rivers. As the most central municipality in the County of Grey, Grey Highlands is riding a significant wave of development and growth. We are seeking positive, creative, experienced team players to join our team of professionals. If you're looking for a place that values your passion, desire to learn, and enthusiasm for fresh challenges, then your future is in Grey Highlands. Join us, and together we can build our reputation as a leader in innovation, communication, industry, technology, arts, and culture. Working together we can make Grey Highlands truly the place to be for all seasons.

### **PURPOSE OF POSITION**

Reporting to the Chief Building Official, the Building Inspector is responsible for administering and enforcing the Building Code Act, Ontario Building Code and applicable municipal by-laws, policies and procedures. Duties associated with this role include but are not limited to reviewing building permit applications for completeness and compliance with applicable law and the Ontario Building Code and conducting inspections. The Building Inspector ensures professional competencies are met and maintained and that excellent customer service is delivered.

### **MAJOR RESPONSIBILITIES**

- 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
- Review and evaluate building plans and proposals with respect the building code
- Identify potential conflicts and participate in solutions
- Perform all statutory and operational requirements of a Building Inspector.
- Control and issue orders including Orders to Comply, Orders not to Cover, and orders respecting the use and occupancy of a building.
- Issue Provincial Offenses when required
- Stay current with changes to legislation for building related matters
- Responsible for asset management as it relates to the department by providing updated information and documentation on new, disposed, and updated conditions of assets to Director.
- Perform additional duties and undertake special projects as assigned.

Develops and maintains good working relationships with Council, staff and the public which includes:

- Comply with all office procedures.
- Attend meetings.

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- Participate in resolution of delivery service issues.
  - Communicate ideas, suggestions, and procedural changes which may assist the organization.
  - Assist where and when needed during staff shortages and/or emergency situations.
  - Respond to public enquiries in a timely manner.

Responsible, as an employee, for health & safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:

- Working safely within the law and safe work practices/procedures (understanding and following standard operating procedures, wearing personal protective equipment, using MSDS information, ensuring all guards are in place, when applicable).
- Immediately reporting unsafe acts, conditions, or contraventions of the OHSA to a supervisor, the JHSC, or a Health & Safety representative.
- Maintaining a clean, orderly work area and not indulging in horseplay.

### **KNOWLEDGE AND SKILLS**

#### **Education and Experience:**

- Must have successfully completed a relevant diploma from a recognized post-secondary institution or equivalent in construction related studies with formal training in administering the Ontario Building Code
- Minimal successful completion of and registered qualifications in categories under the Ministry of Municipal Affairs and Housing including Legal and House.
- A willingness to complete and register qualifications in all categories under Municipal Affairs and Housing.
- A CBCO accreditation is considered an asset
- Possess good clerical experience and computer skills along with excellent organizational, interpersonal, and public relations skills
- Minimum 1-year related experience

#### **Work Requires:**

- Knowledge of by-laws and related legislation as they apply to the municipality
- Knowledge of zoning and planning by-laws
- Good knowledge of Building Code Act and the Ontario Building Code
- Basic knowledge of Occupational Health & Safety Act, WHMIS, and the Municipal Freedom of Information and Protection of Privacy Act
- Valid Class 'G' Ontario driver's license is required
- Excellent interpersonal and communication skills
- A clear vulnerable sector criminal check
- Ability to work independently and to exercise discretion and good judgement

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### **WORKING CONDITIONS**

Work involves walking outside with exposure to various temperatures, inclement weather including rain and snow, usually in a work alone situation. Work involves travelling in a vehicle, typically locally, to other Municipal buildings or off-site locations. Mental effort is required when diffusing situations and coming up with creative solutions to situations on many different levels and areas. Physical effort required when walking on uneven surfaces, removing signs, and heavy items.

### **CONTACTS**

Communication with internal and external individuals is regular in this position. Internally, this includes municipal employees and managers. Externally, this includes: the general public, contractors, businesses, residents, regulating authorities and other officials.

**Please submit your resume preferably by e-mail, referencing “Building Official” prior to 3:30 PM on Friday, January 27, 2023, to Teresa Crawford, Human Resources/Health and Safety Coordinator, 206 Toronto St. South, PO Box 409, Markdale, ON N0C 1H0 [careers@greyhighlands.ca](mailto:careers@greyhighlands.ca)**