



## Township of North Kawartha Job Description

<b>Position:</b> Chief Building Official/ By-Law Enforcement Officer	<b>Date:</b> July 2022
<b>Reports to:</b> Chief Administrative Officer	<b>Department:</b> Building and Planning

### **Purpose:**

Reporting to the Chief Administrative Officer, the Chief Building Official / By-Law Enforcement Officer is responsible for conducting plan reviews, the inspection of all buildings including sewage disposal systems, inspections to ensure compliance with the Ontario Building Code and the Building Code Act and applicable law and enforcement of any related Municipal By-Laws. This role provides technical and advisory planning services to the Municipality while managing, coordinating, and directing the work of staff within the Building and Planning Department. This position also has a budget and financial responsibilities for the department and has duties assigned in the Township's Emergency Response Plan.

### **Responsibilities:**

1. In accordance with statutory requirements, manage the enforcement of Provincial Statutes and Regulations under the Ontario Building Code and all other laws as they apply to buildings and structures.
2. In accordance with municipal requirements, enforce the provisions of the Comprehensive Zoning By-Law as it applies to the use and occupancy of any building or piece of land.
3. Prepare and issue non-compliance and infraction notifications, building permits and orders of compliance related to municipal requirements.
4. Ensure all relevant inspections, orders or notices are executed as they relate to permits issued or regulations violated.
5. Provide interpretation and enforcement of the Ontario Building Code, Zoning By-Law and Municipal By-Law.
6. Co-ordinate and administer on-going local planning matters as they pertain to methods and procedures outlined in the Municipal Act, Planning Act and Municipal By-Laws.

7. Working with the Township's Planner or Junior Planner and / or the Township's planning consultants to provide interpretation of the Official Plan, Zoning By-Law and legislation relating to the planning functions and provide planning advice and recommendations to Council and Committees.
8. Respond in a cordial and impartial manner to inquiries from realtors, lawyers, ratepayers, contractors, designers, and the public related to building permit applications, building plans and site plans.
9. Provide applicants with written documentation outlining issues requiring resolution.
10. Review Sewage Disposal Systems and Sewage Maintenance Program applications for completeness and compliance with the Official Plan, Zoning By-Law, Building Code Act, Ontario Building Code, and all other applicable law. Issue permits and complete inspections as required.
11. Assist in the preparation of and make recommendations for various municipal by-laws prior to approval by Council. Prepare staff reports, site plans and miscellaneous agreements for Council.
12. Assist in the accurate completion of land use planning applications, site plan agreements, building permit applications and related fee collections.
13. Provide technical assistance and inspection for building construction projects.
14. Conduct on-site inspections to ensure compliance with the approved building plans as required.
15. Prepare cost estimates, tenders, quotations and proposal documentation.
16. Maintain and produce documentation such as forms, records, and reports to Council as required.
17. Attend meetings as required, including court proceedings and Council meetings.
18. Assist in the preparation of the operational and capital budget for the Building and Planning Departments. Ensure accurate administration and monitoring of related expenditures in line with budgetary constraints.
19. Ensure the security and confidentiality of all records and personal information under the control of the Corporation of the Township of North Kawartha in accordance with related legislation, record retention policies and Municipal Freedom of Information and Protection of Privacy Act.
20. Act as the Livestock Evaluator for the Township, which includes visiting farms, reviewing, and assessing deceased animals, preparing necessary documentation and reporting to the Ontario Ministry of Agriculture Food and Rural Affairs.

21. Manage, coordinate and supervise all staff within the Building and Planning department, maintaining employee files and ensuring that all training requirements are up-to-date.
22. Develop performance measures to appropriately monitor the work of staff and take disciplinary action when required that follows established policies and procedures.
23. Protect own health and the health of others by adopting safe work practices and reporting unsafe conditions immediately. Follow all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
24. May be required to co-ordinate / arrange surveys or appraisals of municipal property.
25. Assume duties outlined in the IMS-based Emergency Response Plan, which may require work outside of usual office hours.
26. Pursue on-going professional development associated with professional qualifications and to ensure most current knowledge of legislation and changing building practices and materials.
27. Other duties as assigned.

**Supervision:**

This position requires the incumbent to supervise and direct the work of the Building and Planning department including the Deputy Building Official/By-Law, Junior Planner and / or Planner, Assistant/Secretary and seasonal summer employees.

**Working Relationships:**

Internal:	Mayor and Council Municipal Staff	Manager and colleagues Internal committees
External:	General Public Contractors Real Estate Agents Solicitors Municipal Auditors	Municipal Government Lawyers Building Designers Provincial and Federal Agencies Conservation Authority

### **Skills and Competencies:**

- Ability to interpret and apply policy and legislation
- Ability to read and understand blueprints and construction documents
- Strong decision-making and problem-solving ability
- Excellent oral and written communication skills
- Strong organizational ability
- Excellent management and public relations
- Presentation skills and ability to speak effectively in front of a group
- Customer service expertise
- Research and analytical ability
- Sense of collaboration and ability to work in a team environment
- Time management and ability to work under deadlines
- Ability to perform and understand basic mathematical calculations
- Ability to deal with frequent interruptions and competing priorities.
- Exceptional attention to detail
- High-level of tact, discretion and confidentiality
- Leadership ability

### **Knowledge, Training and Qualifications:**

- Post-secondary education as a Certified Engineering Technologist or equivalent certification of qualification in a trade such as carpentry, plumbing or HVAC.
- Qualifications in the 12 categories of the Building Code.
- Qualified and registered with Ministry of Municipal Affairs and Housing Certified Building Official Legal through the Ministry of Municipal Affairs and housing.
- Municipal By-Law Certificate or equivalent experience.
- Minimum five years' experience in municipal environment.
- Certified Building Code Official Designation, Ontario Property Standards Officer Certification or Municipal Law Enforcement Officer Certification is preferred.
- Knowledge and understanding of the Ontario Building Code Act, Planning Act, Municipal Act, Ontario Fire Code, Official Plan, Places to Grow Act, Provincial Policy Statement, Environmental Protection Act, Comprehensive Zoning By-Law, Property Standards By-Law and other related policies and legislation.
- Understanding of applicable law, policies, by-laws and regulations pertaining to planning approvals and building permit processes.

- Knowledge of Municipal by-laws and complaint process.
- Working at Heights Training.
- Knowledge and experience using a wide range of computer programs such as: MS Office (Word, Outlook, Excel, Access, PowerPoint), GIS, Accounting software and Keystone Complete.
- Valid Class G driver license.
- Pleasure Craft Operators Card.
- In accordance with Township policy, this position requires as a condition of employment that you provide a Criminal Record Check that is acceptable to the Township.

**Scope:**

- a) Financial – Responsible for preparing, recommending and presenting annual operating and capital budgets for the Building and Planning Department as referenced in this document with approval by CAO/Council. Responsible for tracking, monitoring and working within the confines of the annual approved budgets, and alerting CAO/Council of any relevant discrepancies versus annual operating and capital budgets.
- b) Operational – Executive responsibility for assessing, planning, implementing, monitoring and evaluating all programs and services offered by the municipality in relation to Building and Planning as referenced in this document.
- c) Human Resources -- Responsible for supervising and directing the work of approximately 4 full-time and 2 seasonal employees including scheduling and conducting annual performance appraisals.

**Working Conditions:**

Typical climate-controlled office environment with occasional exposure to hazards and inclement weather during site visits. Occasional regional travel to attend meetings, conferences and seminars. Work activities require visual and mental concentration for intermediate durations of time. Standard office hours, Monday through Friday, with occasional extended hours for meeting attendance or to handle emergency situations. Occasional lifting and carrying of items weighing less than 30lbs (i.e. office supplies).

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

**Reviewed by:**

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**Employee**

\_\_\_\_\_  
**Date**

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**Manager**

\_\_\_\_\_  
**Date**

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**Chief Administrative Officer**

\_\_\_\_\_  
**Date**