

Job Description

Position: Deputy Chief Building Official/By-Law Enforcement Officer	Date: September 2024
Reports to: Chief Building Official	Department: Building and By-law

Purpose:

Reporting to the Chief Building Official, the Deputy Chief Building Official/By-Law Enforcement Officer is responsible for conducting plan reviews, inspections and investigations to ensure compliance with the Building Code Act and applicable law. The incumbent responds to related inquiries and supports the Chief Building Official in enforcing municipal by-laws. This position provides support to the Chief Building Official, Administrative Staff and members of Council/Committees as required. In the absence of the Chief Building Official, this position will assume his/her duties and responsibilities.

Responsibilities:

1. In accordance with statutory requirements, enforce 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 they apply to the use and occupancy of any building or piece of land.
3. Respond in a cordial and impartial manner to inquiries from realtors, lawyers, ratepayers, contractors, designers, and the public related to building permit applications and building plans to ensure compliance with the Ontario Building Code and other applicable laws.
4. Provide applicants with written documentation outlining issues requiring resolution.
5. Prepare and issue non-compliance and infraction notifications, building permits and orders of compliance as required by the Chief Building Official.
6. Provide interpretation and enforcement of Ontario Building Code, Zoning By-Law and Municipal By-Laws as requested by the Chief Building Official.
7. Assist in the preparation of and make recommendations for various by-laws of the municipality prior to approval by Council. Prepare staff reports, site plans and miscellaneous agreements for Council as directed.

8. Assist in the accurate completion of building permit applications and related fee collections.
9. Provide technical assistance and inspection for building construction projects as directed.
10. Conduct on-site inspections to ensure compliance with approved building plans as required.
11. Ensure that all relevant inspections, orders or notices are executed as they relate to permits issued or regulations violated.
12. Author inspection reports to document findings from each inspection.
13. Assist the Chief Building Official in preparation of cost estimates, tenders, quotations and proposal documentation.
14. Maintain and produce documentation such as forms, records and reports for Council as required.
15. Attend meetings as required by the Chief Building Official, including court proceedings and Council meetings.
16. 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 legislation, record retention policies and Municipal Freedom of Information and Protection of Privacy Act.
17. Participate in all aspects of the Occupational Health and Safety Act, and knowledge of municipal policies.
18. Assume duties outlined in the IMS-based Emergency Plan, which may require work outside of usual office hours.
19. Assume the responsibilities and duties of the Chief Building Official in his/her absence, which may include but not be limited to managing the day-to-day operations of the Building and By-law Department.
20. Pursue on-going professional development associated with professional qualifications to ensure most current knowledge of legislation and changing building practices and materials.
21. Other duties as assigned.

Supervision:

This position has no day-to-day supervisory responsibilities. However, in the absence of the Chief Building Official, this position assumes the supervisory and operational responsibilities of the Chief Building Official.

Working Relationships:

Internal:	Mayor and Council	Manager and colleagues
	Municipal Staff	Internal committees

External:	General Public	Municipal Government
	Contractors	Lawyers
	Real Estate Agents	Building Designers
	Solicitors	Provincial and Federal Agencies
	Municipal Auditors	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.

Knowledge, Training and Qualifications:

- Post-secondary education in Architectural or Construction Technology or a related discipline.
- Municipal By-Law Certificate or equivalent experience.
- Minimum three years' experience in municipal environment.
- Qualifications in 12 categories and CBO Legal through the Ministry of Municipal Affairs and Housing.
- Certified Building Code Official Designation, Ontario Property Standards Officer Certification and Municipal Law Enforcement Officer Certification is preferred.
- Working at Heights Training.
- 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, Property Standards By-Law and other related policies and legislation.

- Understanding of applicable law, policies, by-laws and regulations pertaining to the planning approvals and building permit processes.
- Knowledge of Municipality's by-laws and complaint process.
- Knowledge and experience using a wide range of computer programs such as: MS Office 365 (Word, Outlook, Excel, Access, PowerPoint), GIS, Accounting software, Cloudpermit, Bluebeam 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.

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 30 lbs (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:

Employee

Date

Manager

Date

Chief Administrative Officer

Date