

JOB DESCRIPTION – Deputy Chief Building Official

Prepared:	March 2023
Department:	Infrastructure and Building Services
Reports To:	Chief Building Official
Supervises:	Directly: None
	Indirectly: None

POSITION SUMMARY

Under the supervision of the Chief Building Official (CBO), the Deputy Chief Building Official (Deputy CBO) is responsible for ensuring compliance with the provisions of the *Ontario Building Code* and all other relevant legislation and regulations while performing all aspects of the Building Department. Duties include examination of plans and drawings, issuance of permits, efficient delivery of building inspections and septic inspections from the initial enquiry, through to compliance inspections and record keeping. The Deputy CBO acts as the CBO in their absence or is unable to perform their duties.

The Deputy CBO is also appointed as a By-Law Enforcement Officer, investigating complaints and assists with enforcing municipal by-laws.

DUTIES and RESPONSIBILITIES

Operational

- a) The Deputy CBO ensures that all development or improvements of property within the Township of Georgian Bluffs (Township) are in compliance with the *Ontario Building Code*, the Township’s Comprehensive Zoning By-Law, Grey County’s Official Plan and other applicable legislation.
- b) Receives and examines building permit applications, associated plans and drawings to ensure all information necessary for the issuance of a building permit is complete and correct in compliance with the *Ontario Building Code* and any other applicable legislation.
- c) In the absence of the CBO, issues building and demolition permits in accordance with the *Ontario Building Code*.
- d) Issues occupancy permits when all requirements for proper construction have been met and provides building permit information to the Municipal Property Assessment Corporation.
- e) Provides suggestions, recommendations and/or assistance to applicants to ensure compliance with the *Ontario Building Code*, Comprehensive Zoning By-Law and Official Plan.
- f) Works collaboratively with the CBO and the Planner to advise applicants if any proposed building development requires an Official Plan Amendment, Zoning By-Law Amendment or Minor Variance and refers the applicant to the Planner to work with the applicant.
- g) Receives and reviews septic permit applications to ensure submission of specifications and other information necessary for the issuance of a septic permit in accordance with Part 8 of the *Ontario Building Code* including the required fee.
- h) Issues and inspects (and re-inspects when necessary) sewage system installations to ascertain compliance with the permit and other requirements under the *Building Code Act* or the *Ontario Building Code*.
- i) Reviews planning documents, including but not limited to, subdivision proposals, draft official plans and proposed amendments, to ensure compliance with provisions relating to sewage systems.

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- j) Investigates complaints and malfunctioning sewage systems, undertakes compliance counselling and preparation of reports for abatement action as it relates to existing and proposed sewage systems.
- k) Issues orders under the *Ontario Building Code Act* relating to sewage systems.
- l) Assists with the preparation of documentation necessary for prosecution activities relating to sewage systems under *Ontario Building Code*. Administers proceedings relating to sewage systems pursuant to the *Building Code Act*.
- m) Acts as the CBO for the purpose of enforcement of the *Ontario Building Code* when the CBO is absent or unable to perform his/her duties.

By-Law Enforcement

- a) Assists with the enforcement of the By-laws of the Township.
- b) Receives and investigates complaints regarding Township By-Laws using a high level of conflict management skills.
- c) Issues tickets in accordance with the *Provincial Offences Act*.
- d) Attends court proceedings to represent the Township when required.

Administration

- a) Prepare reports, make recommendations and presentations, as well as attend Council and Committee meetings, community group, public and/or other meetings, as required.
- b) In cooperation with the CBO, ensures duties are performed with the expressed aim of protecting the Corporation from liability claims.
- c) May prepare various reports for submission to the Ministry of Municipal Affairs and Housing, Statistics Canada and any other government agencies as required.
- d) Responds to general inquiries from the public and developers
- e) May conduct research for, and prepare Zoning Compliance letters as required.
- f) Understands and ensures compliance with the *Occupational Health and Safety Act* and Regulations.

Material and Information Resources

- a) Maintains records of permits issued, inspection reports, deficiency lists, orders issued and occupancy permits for all properties.
- b) Responsible to take proper care and control of confidential records and information.

Health and Safety

- a) Personally comply with all health and safety practices as it relates to the work, standard operating procedures/guidelines and the *Occupational Health and Safety Act*.

Other

- a) Provide a high standard of customer service while responding to public/staff inquiries, facilitating the resolution of complaints and concerns regarding by-law enforcement and building matters, including providing interpretations of municipal by-laws, policies and objectives.
- b) Comply with all policies and procedures set out by the Township of Georgian Bluffs.
- c) Discharge of other duties and responsibilities as may be assigned from time to time by the CBO, Clerk, CAO or Council.

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EDUCATION, SKILLS and EXPERIENCE

Education/Training/Certifications/Licences:

- Certified Building Code Official designation, or willingness to obtain or Trades certificate.
- Successful completion or willingness to complete the Ministry of Municipal Affairs and Housing courses: Small Buildings, Plumbing All Buildings, Building Services, Building Structural, Complex Buildings, CBO Legal and Part 8 On-Site Sewage.
- Valid Ontario Class 'G' Driver's License with a clean driver's abstract.

Experience:

- Minimum three (3) years' experience in building and septic inspections and enforcement in a municipal environment.
- Experience interpreting municipal zoning by-laws and building plans.
- Planning and zoning experience, considered an asset.

Skills and Abilities:

- Thorough working knowledge with Microsoft Office suite
- Knowledge of Cloud Permit software preferred.
- Ability to physically perform on-site building and by-law enforcement inspections.
- Strong interpersonal, verbal and written communication skills.
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature; and to maintain confidentiality.
- Thorough knowledge of applicable acts/regulations/standards/legislations such as *Ontario Building Code Act*; ability to interpret detailed blueprints/drawings and specifications; and ability to interpret municipal by-laws.
- Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values.

DEMANDS and WORKING CONDITIONS

Physical demands require standing, sitting and walking on construction sites and visual attention for health and safety compliance and personal safety. Physical dexterity required for climbing into crawl spaces, roof spaces, ascending ladders and temporary ramps/stairs and walking over rough terrain.

Working conditions vary between a standard office environment to conducting field inspections; exposure to inclement weather, mud, dirt, noise, dust; and exposure to written and verbal critic/abuse from the public and phone/counter.

Normal hours of work are 9:00 am to 4:30 pm, Monday to Friday with a 30-minute lunch per day. Overtime may be required in accordance to Township policies.

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CONTACTS	
Internal	Internal Staff (frequently)
External	Customers/Public (frequently) Contractors (frequently) Government (frequently) Stakeholders (occasionally) Suppliers (limited)
Public Relations	None

REVIEW/APPROVAL			
Current Incumbent(s):		Date:	
Department Head:		Date:	
CAO:		Date:	