



Municipality of West Elgin

Job Description

Title: Chief Building Official

General Supervisor: CAO

Department: Building

Positions Supervised: 0

Position Summary

The Chief Building Official is responsible for the management and enforcement of the Building Code Act, the Ontario Building Code, the Building By-Law, the Property Standard By-Law, and all other pertinent municipal and provincial regulations and statutory requirements, within the Municipality of West Elgin.

Responsibilities

1. Conducts detailed plan examinations to ensure compliance with the Ontario Building Code Act, the Ontario Building Code, and associated regulations; and issues building permits, plumbing permits, private sewage system permits, and calculating necessary fees for same as required by the municipality, upon receipt of completed applications.
2. Conducts site inspections at various stages of construction / demolition to ensure Ontario Building Code standards are being met; and issues Orders to Comply, Stop Work Orders, Notices of Violation, etc., as required by regulations and By-laws.
3. Collaborates with the CAO, Clerk, Planner and the Fire Chief in the development of effective building / construction policies and procedures associated with new developments / redevelopments within the Municipality.
4. Assists with the enforcement of all by-laws passed by the Corporation, which may include but not limited to the following:
 - The Official Plan
 - The Zoning By-Law
 - The Property Standards By-Law
 - The Removal of Topsoil
5. Prepares reports for Council on matters related to building activities within the Municipality of West Elgin; and advises on the repair and maintenance of the Municipality's buildings, structures, and properties accessible to the public and/or staff.
6. Prepares letters of compliance; reviews Special Occasion Permits; conducts coordinated inspections with other departments and agencies (e.g., on matters such as retrofits); and researches new products / materials for code compliance.
7. Communicates with engineers, consultants, architects, contractors, builders and property owners to provide information, technical advice, interpretation and guidance related to Ontario Building Code Regulations, and to building / construction applications and permits.

8. Prepares, presents and manages the Department's operating budget; and implements new and improved methods, technologies and programs which contribute to the achievement of Municipality of West Elgin's goals and objectives, as set by Council.
9. Responds to written complaints and proceeds with appropriate action, in accordance with the policies of Council; and as may be required, testifies in court on behalf of the Municipality in cases involving the prosecution of offenders on building / construction matters.
10. To perform other tasks and duties which may be required from time to time in order to ensure the efficient operation of the municipality.

Qualifications

1. A degree from a recognized university in Civil Engineering or Architecture; or a Diploma in Building Sciences, Construction Engineering Technology or Architectural Technology; or an equivalent combination of education and experience in the construction field.
2. Certification from the Ontario Building Officials Association as being a Certified Building Code Official (CBCO).
3. Qualification with the Ministry of Municipal Affairs and Housing in the following areas: Houses, Small Buildings, Plumbing (all buildings), Building Services, Building Structural, Large Buildings, Complex Buildings and CBCO legal.
4. Working knowledge of techniques and practices in the various disciplines associated with the design and construction of buildings.
5. Knowledge of the methods and techniques of project management, financial management and human resources management.
6. Knowledge of relevant legislation, regulations, codes of practice, By-laws and policies pertinent to the use, construction and occupancy of buildings; and of the Occupational Health and Safety Act; and awareness of the Provincial Offences Act, the Canada Evidence Act, and the Ontario Courts of Justice Act.
7. High degree of professionalism coupled with advanced communications skills in such areas as presentations, consultations, collaboration, negotiation, conflict resolution, facilitation and consensus-building, and effective written communications skills.
8. A valid G Class driver's license is required to travel to various inspection sites throughout the Municipality.

Working Conditions

The work is generally performed in an office environment. There is a constant requirement to respond to numerous requests for subject matter information, analyses and recommendations from the CAO, Council, and colleagues, and to enquires from a wide range of external clients and stakeholders, often involving high-priority issues, short deadlines, concurrent demands and changing priorities, as well as occasional interaction with angry or confrontational individuals. The preceding conditions may result in personal stress and frustration.