



Job Posting: **Deputy Chief Building Official (DCBO)**

Competition Number: 2024-04-11

Location: **Parry Sound Municipal Office:** 52 Seguin Street, Parry Sound, ON

Located amidst the 30,000 islands of Georgian Bay and a 2.5-hour drive north of Toronto, the **Town of Parry Sound** offers an exceptional quality of life. Join our team and become our **Deputy Chief Building Official (DCBO)** as the Town enters an exciting new phase of growth and development. Help shape the Town's future in this key role.

Essential Duties and Responsibilities:

Reporting to the Chief Building Official, this position is responsible for assisting with Building Department activities including exercising powers and performing duties under the Building Code Act, Ontario Building Code and other applicable law and related regulations. Responsible for reviewing plans, preparing permits, and performing site inspections. The position also supports the Planning Department with zoning review, interpretation, implementation, and site plan agreements. The role will provide direct management of department staff.

Education, Experience, Knowledge, Skills:

- Diploma in Construction/Engineering Technology, Building Technology, or Architectural Technology from a recognized Community College or University.
- 5 years progressive experience in a Municipal Building department including plans review and field inspection experience and/or in a related trade (equivalent years of experience considered).
- CBCO (Certified Building Code Official) certification (or working towards certification)
- Registered Building Official with the Ministry of Municipal Affairs and Housing (MMAH) with a valid BCIN, holding (or is in the process of obtaining) all qualifications necessary in the following categories per the MMAH; General/Legal Process, House, Small Buildings, Large Buildings, Building Structural, HVAC House, Building Services, Plumbing House, Plumbing all Buildings.
- Ability to read and comprehend construction drawings, surveys, site plans and detailed building construction design principles concerning architectural, structural, mechanical, and electrical design to ensure compliance with the Ontario Building Code and knowledge of construction techniques and systems.
- Knowledge of local government/municipal operations, office and administrative procedures, court processes and procedures.
- Proficient computer skills, including MS Office, database software, AutoCAD, GIS, and internet-based software such as Cloudpermit.
- Strong interpersonal, communication (oral & written), and public relations skills to interact with a wide variety of individuals and groups.
- Detailed knowledge of Ontario Building Code and related legislation, including the Occupational Health and Safety Act and regulatory by-laws & legislation.
- Working knowledge of the Planning Act, completion of Primer on Planning course considered an asset.
- Strong problem-solving, decision-making and conflict resolution skills and able to function effectively with minimal supervision.



- Demonstrate effective leadership skills, along with organizational & time management skills.
- A Class G driving license.

Please see full job description below.

Compensation:

This is a full-time permanent Non-Union position, 35-hour work week with a compensation range of \$83,000 - \$97,000. The successful candidate will also be eligible for the OMERS Pension Plan and competitive benefits package.

Application Process:

Email: In one document, please send your resume, cover letter, under the subject line “(your name) Deputy Chief Building Official” to Pamela Langevin, Human Resources Manager at plangevin@parrysound.ca

This position will be posted until filled.

We thank all applicants for their interest. We will contact those applicants selected for an interview.

Accessibility:

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require accommodation, we will work with you to meet your needs.

Privacy:

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.



The Town of Parry Sound – Position Description

April 18, 2024

Position Title:

Deputy Chief Building Official

Reporting Relationship:

Reports to and works under the direction of the Chief Building Official.

Purpose of the Position:

To provide the Building Department with various complex inspection, enforcement and administrative services pertaining to legislation and municipal by-laws, as well as support the Planning Department with development, review, interpretation & implementation of zoning by-laws, site plan agreements and local law or policy that affects building permit issuance.

Scope of the Position:

To carry out all statutory duties associated with Building Department service delivery including reviewing plans, preparing permits for issuance, performing inspections and issuing Orders as well as support the Planning Department with Zoning By-law review, interpretation & implementation and Site Plan Agreements. The DCBO also assumes the role of Acting Chief Building Official when directed by either the Chief Building Official or Director of Development and Protective Services and takes on roles and responsibilities as such in the absence of the CBO.

Responsibilities:

Building

1. Administer and enforce the Building Code Act and the Building Code.
2. Process building permits; receives and reviews plans and applications; discusses applications with property owners and/or their representatives.
3. Manage Plans Review, Administration, and Inspection staff.
4. Assist with daily operation of the department and managing workflow, including maintenance of permit tracking programs.
5. Conduct regular inspections of construction at prescribed stages of a variety of building types to ensure compliance with regulations and conformance with plans and communicate observations to property owners and/or contractors and take the appropriate follow-up action.



6. Prepare and issue various written letters and/or Orders as prescribed in the Act and documents the reason for their issue.
7. Respond to inquiries concerning building matters and explains content and intent of the Building Code and Building By-law.
8. Provide assistance to support staff regarding the issuance of sign permits regulated under the Sign By-law.
9. Calculate permit fees and any other fees from applicable by-laws.

Planning

1. Perform review of site plans to verify compliance and/or work with Planning Staff to determine if additional processes are required.
2. Assist in the development of municipal agreements including site plan, plans of subdivision, plans of condominium.
3. Oversee complex inquiries concerning zoning by-laws and minor variances.
4. Review and collaborate with Planning Staff on Zoning By-law Amendments and other development related policy or other applicable law.

Other

1. Conduct recruitment, retention, and other labour relations activities in consultation with the Chief Building Official.
2. Exercise excellent judgment in relation to Building Department matters in furtherance of the Town's needs and objectives.
3. Perform such other duties as may reasonably be required by the Chief Building Official, Manager of Planning or Director of Development & Protective Services.

Working Relationships and Contacts:

1. Chief Building Official:

Receives assignments in response to citizen enquiries and submissions. Provides general direction, guidance and discussion within the Town's code of conduct, the Building Department's code of conduct and Town policies in the execution of responsibilities.

2. Manager of Planning:

Coordinates and collaborates with the Planning Department on review of development projects, creation of by-laws, agreements and policies as well as enquiries from members of the public on development-related matters. All work done in a manner that is within the Town's policies and code of conduct.

3. Other Staff:



Courtesy, co-operation and teamwork with all staff. Ensures that all subordinates and projects comply with applicable law and Town policies while receiving encouragement and guidance.

4. External Contacts:

Provides factual and technically accurate information to external contacts regarding the inspection and enforcement of codes and applicable and policy with an appreciation of the need for confidentiality, tact and discretion.

5. With the Public:

Explains the requirements and whether compliance has been achieved regarding processes. Explains the content of codes, legislation and provides information and assistance, promotes self-compliance and may serve orders.

Education, Knowledge, and Skill:

1. Post Secondary School Diploma (3 year) in Construction/Engineering Technology, Building Technology, or Architectural Technology or Degree in Architectural or Civil Engineering (or equivalent).
2. CBCO (Certified Building Code Official) certification an asset.
3. Must be registered with the Ministry of Municipal Affairs and Housing (MMAH) and have a Building Code Identification Number (BCIN).
4. Passed the General Legal/Process Exam and hold the following qualifications: House, Small Buildings, Large Buildings, Building Structural, HVAC House, Building Services, Plumbing House, Plumbing All Buildings.
5. Knowledge of building construction and theory through formal training pertinent to building construction (designer or construction/trades), preferably with knowledge of survey and drafting techniques.
6. Good computer skills, including a working knowledge of MS Office, database software, AutoCAD, GIS and internet-based software such as Cloudpermit Ability to interpret engineering and surveyor's reports and have knowledge of the principles of drainage.
7. Exhibits a high degree of initiative and self direction using time management and organizational skills.
8. Good knowledge of Ontario Building Code and related legislation, including the Occupational Health and Safety Act and regulatory by-laws & legislation.
9. Working knowledge of the Corporation's Zoning and other by-laws.
10. Working knowledge of the Planning Act, completion of Primer on Planning course an asset.
11. Ability to read and interpret Zoning and other applicable municipal by-laws and policy.
12. Ability to read and interpret municipal agreements including Site Plan Agreements.



13. Good knowledge of local government/municipal operations, office and administrative procedures, court processes and procedures and the Corporation's by-laws.
14. Good analytical, organizational, and communication skills.
15. Strong interpersonal, communication (oral & written), and public relations skills to interact with a wide variety of individuals and groups.
16. Strong problem-solving, decision-making and conflict resolution skills.
17. Ability to persuade people to comply.
18. Must have a valid Class "G" Ontario Driver's Licence.
19. Must be bondable.

Experience:

Five years combined experience in a Municipal Building department including plans review and field inspection experience and/or in a related trade (or equivalent).

Impact of Error:

1. Errors in judgement and in the conduct of duties (many of which are statutory) could result in inequitable application of Codes and by-laws; possible risk to health and public safety; possible liability situations and/or costly insurance claims.
2. Even minor errors could result in lost credibility and poor public relations.

Physical Demands:

Position requires computer and keyboarding work, sitting comfortably with the ability to move at will. Frequent standing with intermittent walking for periods of up to 60 minutes. Position requires climbing and descending ladders and stairs.

Sensory Demands:

Work requires regular use of a computer to record observations and document information. Work is subject to frequent interruptions. Work requires driving to job sites.

Working Conditions:

1. Nature and variety of duties place this position in a high public profile.
2. Following of legislated timelines as part of the service delivery.
3. Stress is a factor because of the reality of conflict with citizens about inspection and enforcement.
4. Physical risk exists on construction sites, required to work outdoors in all weather.



Control:

Generally supervised by the CBO with some direction provided by the Manager of Planning.