



Job Description

Building/By-law Department

JOB TITLE: DIRECTOR OF BUILDING AND BY-LAW DEPARTMENT / CBO

REPORTS TO: Chief Administrative Officer

SUBORDINATE POSITIONS: Building Inspector, Building & By-Laws Administrative assistant, By-Law Enforcement Officer

Position Summary

The Township of Champlain is an active municipality situated in eastern Ontario, just 45 minutes from Ottawa's downtown core. With a population of nearly 10,000 people, we are constantly seeing growth in our communities, as houses, businesses, and public services continue to be developed. Reporting to the Chief Administrative Officer, the purpose of this position is to perform supervisory functions associated with issuing building permits and, in accordance with statutory requirements, to manage and administer the enforcement of the Building Code Act, the Ontario Building Code, the Building by-law, Property Standard by-law and all other municipal by-laws.

General Duties and Responsibilities

1. Provide a high standard of customer service while performing a variety of inspection, advisory and enforcement services pertaining to the legislative role as per the Building Code Act and operate within the provisions of the established code of conduct.
2. Contribute to the Township's senior management team in establishing objectives in developing and implementing policies and programs.
3. Develop, implement, review, update and enforce municipal by-laws and Provincial Laws, where required.
4. Ensure compliance with provincial and municipal by-laws, in particular by-laws that regulate building and property standards. This includes conducting investigations in response to complaints, reporting findings, and issuing orders, tickets and/or summons, as required.
5. Review and evaluate building plans and proposals with respect to the building code.
6. Review all requests for tender prepared for township buildings and provide recommendations to the department heads and CAO.
7. Carry out annual inspections of the township's buildings and provide the annual inspection report to the department heads and the CAO.



8. Be a member of the internal Accessibility Working Group. Review the site plans for current and future building projects and provide recommendations for the remediation of accessibility barriers.
9. Resolve conflicts in a proactive way: strive to gain voluntary compliance and assist in mediating disputes between property owners.
10. Perform all statutory and operational requirements of a Chief Building Official.
11. Manage and coordinate Building and By-law Services division activities.
12. Control and issue orders including Order to Comply, Orders not to Cover, Stop Work Orders, and orders respecting the use and occupancy of a building.
13. Prepare set fines to municipal by-laws, and issue Provincial Offences and Penalty Notices when required.
14. Prepare, administer, and reconcile the department's operational and capital budgets.
15. Review and manage the work of Building Inspectors and By-law Enforcement Officers.
16. Ensure that all direct reporting staff work in compliance with the Occupational Health and Safety Act and Regulations, municipal health and safety, and workplace violence policy and procedures as well as industry guidelines.
17. Compile information, prepare and present reports and recommendations to the senior management team and/or Council, and implement policies and procedures to improve the effectiveness of services, and ensure duties are performed accordingly.
18. Answer correspondence concerning permitting, enforcement, and other activities.
19. Assist the public in obtaining information related to their inquiry/request to a successful conclusion, regardless of applicability to department disciplines.
20. Provide information with respect to general inquiries of department initiatives, along with other municipal by-laws and programs.
21. Manage the Administrative Monetary Penalty System (AMPS).
22. Be a resource of information for frequently asked questions regarding building, by-laws, and general enforcement principles.
23. Conduct, and/or manage investigations, collect evidence, and commence prosecutions of offenders when appropriate, and testify as a witness in court when required.
24. Liaise with the Fire Department, law enforcement, and other agency officials.
25. Assess the effectiveness of public education programs and develop new programs.
26. Maintain current knowledge of new and amended legislation, regulations, by-laws, standards, and principles, including the municipality's Official Plan and any amendments thereof as well as knowledge of the zoning by-law(s).
27. Maintain building permit and by-law enforcement files and records systems.
28. Keep a separate logbook of the weekly inspection of the "water not tested" signs in the building, for "Small Municipal Non-Residential Drinking Water System".



29. Municipal contact for contracted services regarding Part VIII of the Building Code Act and the Building Code related to sewage systems.
30. Promote a positive and professional image, all while providing easy-to-understand guidelines and information packages to the public.
31. Perform other duties as directed, and undertake special projects as assigned by the Chief Administrative Officer.
32. During emergencies, declared or otherwise, staffing requirements can be critical. This position requires to be available to work irregular hours performing normal tasks or others, as needed.

Qualifications

- High level of professionalism, discretion, and protection of privacy at all times.
- Possess keen observation skills and demonstrate strict attention to detail.
- Must be a motivated and dynamic individual with exceptional customer service skills combined with the maturity and diplomacy to manage stressful situations with composure.
- Must have a valid "G Class" driver's licence.
- Must provide a satisfactory current Police Criminal Record Check as a condition of employment.
- Must be willing to regularly update training and knowledge.
- Computer knowledge (Word, Excel, Outlook)
- Must be fluently bilingual (written and oral)
- Must provide a satisfactory current Police Criminal Record Check as a condition of employment.

Required Education and Experience

- Post-secondary education in engineering or architectural technology, building sciences, or a combination of courses and experience in the construction field.
- A minimum of five (5) years experience in construction/law enforcement or as a building inspector, or acceptable relevant experience.
- Knowledge of the Building Code Act, the Ontario Building Code, Fire Code and other building, plumbing, property and maintenance-related legislation, regulations, standards, and principles.
- Knowledge of the Accessibility for Ontarians with Disability Act, 2005 (AODA).
- Certification from the Ontario Building Officials Association as a Certified Building Code Official.
- Must be qualified and registered with the Ministry of Municipal Affairs and Housing.
- Must have completed the following Ministry of Municipal Affairs and Housing courses: General Legal/Process for inspectors, House, Small Buildings.



- Having completed the following Ministry of Municipal Affairs and Housing courses would be an asset: Large Buildings, Plumbing – House, HVAC – House, Building Services, Building Structural, WETT, CBO Legal.
- Supervisory experience is required.

Working Conditions

- The salary range for the A7 level consists of five (5) steps and ranges from \$87,097 to \$103,688. The salary is determined upon hire based on qualifications, experience, skills, and knowledge.
- This position is full-time, regular 37.5 hours per week.
- Must meet with the public, sometimes in adverse conditions to rectify concerns. Must be able to work while being exposed to abusive or threatening behaviours.
- Inspections and investigations are usually done outside in less-than-perfect conditions. This position requires to enter hazardous environments and areas and is expected to work in a safe manner.
- Must operate a vehicle on a regular basis, usually within the municipality.
- General office working conditions.