

# Chief Building Official

Management, Supervisory & Exempt – Band 11

Page 1 of 5

**Department:** Planning, Building and By-law Services

**Division:** Building Services

**Reports to:** Director of Planning, Building and By-law Services

## Position Objective

To manage, administer and continuously improve building processes in accordance with the Building Code Act, and other related provincial and municipal legislations.

## Duties & Responsibilities

1. Perform the duties and exercise the responsibilities of the “Chief Building Official” as defined in the Building Code Act including, but is not limited to; the interpretation, application and enforcement of the Act and building and fire codes; the examination of building plans; the issuance of permits, and; the performance of inspections.
2. Management of Building Services staff, provide direction and work priorities, oversee day to day operation of the division.
3. Interpretation of the Town and Regional Development Charges by-law to calculate and collect all development charges.
4. Prepare work plans, schedules, budgets, reports, new/amended procedures and process improvements.
5. Ensure all work is performed in accordance with the Occupational Health & Safety Act and the Corporation’s Health and Safety Policy and Safe Work Standards.
6. Maintain proper records relating to all building processes, compile and report the same on behalf of the Corporation as may be legally required.

# **Chief Building Official**

## **Management, Supervisory & Exempt – Band 11**

**Page 2 of 5**

7. Give expert opinion on Property Standards investigations for building structural concerns raised by the by-law enforcement unit.
8. Respond to enquiries from and confer with internal and external stakeholders, including builders, contractors, property owners and/or their agents.
9. Provide building code, by-law and other applicable law advice to planning staff during the review of planning applications and pre-consultation meetings.
10. Provide advice to senior managers in the development of administrative policies relating to building processes and accessibility standards.
11. Act as a resource person for community and technical committees and special projects regarding building, inspection and safety matters; attend Council meetings as required.
12. Collaborate with the Drainage Superintendent and other Infrastructure Services staff regarding lot grading and drainage matters.
13. Collaborate with the Infrastructure Services staff to facilitate development in Fort Erie.
14. Administer government sponsored loan programs, including the inspection of qualifying buildings and the preparation of repair estimates; respond to public inquiries.

### **Education & Experience**

- Completion of post-secondary education in Building Design and/or Construction
- Possess CBCO certification from the OBOA
- Successfully completion of the Ministry of Municipal Affairs and Housing examination entitled, “Powers and Duties of Chief Building Officials.”

# **Chief Building Official**

**Management, Supervisory & Exempt – Band 11**

**Page 3 of 5**

- Possess the following current qualifications of the Ministry of Municipal Affairs and Housing: House, Small Buildings, Large Buildings, Complex Buildings, Plumbing House, Plumbing All Buildings, HVAC House, Building Services, Fire Protection, Detection, Lighting and Power and Building Structural
- A minimum of 7-10 years of progressive experience in a building environment, preferably in a municipal setting
- Valid drivers' license with driving record acceptable to The Corporation

## **Knowledge**

- Excellent knowledge of the Building Code Act, building and fire codes, and Ontario Plumbing Code
- Applied knowledge of the Planning Act, Municipal Act, Ontario New Home Warranties Act, Public Utilities Act and the Municipal Freedom of Information and Protection of Privacy Act, court proceedings and legal procedures.
- Technical knowledge of planning, zoning and site control processes
- Technical knowledge of real estate and property acquisitions
- Technical knowledge of project/contract management
- Technical knowledge of budgeting and tendering procedures
- Technical knowledge of Microsoft Office suite and GIS applications
- General knowledge of government sponsored loan program

# Chief Building Official

Management, Supervisory & Exempt – Band 11

Page 4 of 5

## Skills & Ability

- Ability to exercise sound judgment and good public relations, interact effectively with internal/external customers
- Ability to anticipate and solve problems
- Ability to understand, interpret and remain apprised of changing legislative and regulatory requirements
- Ability to examine and interpret construction drawings and specifications
- Well-developed interpersonal, communicative and investigative skills
- Excellent customer service skills

## Supervision

- Supervises Deputy Chief Building Official, Senior Building Inspector, Building & Plumbing Inspectors, Permit Application Technician, Administrative Assistant Inspections and Permits
- Functional advice provided on a regular basis, such as structural requirements, fire resistance ratings; oversees the coordination of outside contractors or independent groups such as builders.

## Work Demands

- Demanding day-time work, sometimes in adverse weather conditions
- Comparable to standard office conditions with some outdoor work; occasional periods of physical strain involving some fatigue: sitting, standing, regular movement without choice over moderate time periods, may involve moving average weight materials, visual demands involve regular eye strain
- Frequent deadlines, frequent interruptions, irregular schedules

# Chief Building Official

Management, Supervisory & Exempt – Band 11

Page 5 of 5

- Regular contact with others throughout the organization, primarily at the management and senior levels; regular contact with public, clients, and customers outside of the organization via in-person, phone, and electronic correspondence
- Regularly gives, obtain/exchanges information or decisions requiring discussion to ensure full understanding; tact, self-control and persuasiveness are required to avoid the creation of an unfavourable situation
- Errors in judgment could cause serious significant losses to the organization; effects of errors can result in terms of substantial financial costs or serious impact on public safety, failure to meet organizational goals and embarrassment
- Occasional contact with members of the public in hostile or aggressive situations.
- May come in contact with hazardous substances (asbestos), pests (bed bugs, rats) and drug paraphernalia.

## Position History

In April 2014, the job description was modified and the municipal law enforcement function was returned to Community and Development Services from Legal & Legislative Services. It was updated following a corporate re-organization in March 2016.

This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.

This Job Description was reviewed and revised prior to a NU compensation review October 2023.

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Chief Administrative Officer

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Date