

TOWNSHIP OF OTONABEE-SOUTH MONAGHAN

JOB DESCRIPTION MANUAL

POSITION: DIRECTOR OF BUILDING SERVICES & CHIEF BUILDING OFFICIAL (CBO/SPCO)	PAGE: 1 OF 6
REPORTS TO: CHIEF ADMINISTRATIVE OFFICER	DEPARTMENT: BUILDING SERVICES
THIS JOB DESCRIPTION IS: REVISED AS OF NOVEMBER 2020	NEW: JANUARY 2015 REVISED: NOV 2017, DEC 2018, NOV 2020 and MAR 2023 RESCINDED:

JOB SUMMARY:

Reporting to the CAO, the Director of Building Services (CBO/SPCO) is the Department Head for the Building Department. Serves as the Chief Building Official. Inspects buildings under construction to ensure compliance with the Ontario Building Code. Administers OBC and applicable municipal by-laws. Serves as Site Plan Control Officer, Zoning Compliance Officer and Property Standards Officer.

DUTIES AND RESPONSIBILITIES:

60%

Building Permits:

- Supervises and coordinates Building Department
- Reviews complete applications, conducts plans review and ensures that all applicable law is met. Issues building, plumbing and septic permits, orders of compliance and stop-work orders under the Ontario Building Code (OBC). Ensures that all relevant inspections, orders or notices are executed as they relate to permits issued or regulations.
- Prepares annual building budget including fee schedule for Building Department costs. Tracks building activity and reports to Council quarterly.
- Oversees or responds to all questions received by the Building Department from the public in relation to the Building Code and other building permit related requirements such as agency requirements, zoning and development charges.

20%

Enforcement:

- In accordance with statutory requirements, manages the enforcement of Provincial Statutes and regulations thereunder of the Ontario Building Code and all other applicable laws as they apply to buildings and structures.

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- In accordance with municipal requirements, manages the enforcement of the provisions of the Zoning By-law and the Property Standards By-law as it applies to the use and occupancy of any building or piece of land.
- Supervises the Municipal By-law Enforcement Officer in response to property standard and zoning complaints received by the Township.
- Assists in preparation of court documents. Attends court as required.

Zoning Compliance and Review

10%

- Oversees preparation of responses to requests for zoning compliance and work order information from solicitors and financial institutions prepared by the Building & Planning Administrative Assistant. Reviews and signs off prior to issuance.
- Oversees general zoning information provided to property owners by Building & Planning Administrative Assistant in relation to building permits. Ensures that non-building related planning and/or zoning inquiries are referred to Junior Planner for review and response.
- Serves as the Site Plan Control Officer. Oversees site plan approval process including coordination of agency and Inter-Department review, preparation of agreement with the Township CAO and Solicitor, preparation, and presentation of reports to Council and administration of Development Accounts/Securities in accordance with Council delegated authority.

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5%

Municipal Facilities Maintenance:

With the assistance of the Building Inspector/Plans Examiner,

- Tours municipal facilities with the Manager of Recreation, Parks and Facilities on an annual basis to assess building needs as well as upgrades required to comply with various regulations, including but not limited to OBC, AODA, drinking water license, elevator maintenance, etc.
- Provides assistance in the oversight and preparation of documents for obtaining quotes, requests for proposals and/or other tenders in accordance with Procurement By-law as required. May arrange and sign contracts for service within approved budget.
- Provides assistance with the research and preparation associated with grant applications as required.
- Provides assistance with inspections and evaluations of public buildings related to PSAB, Asset Management and Energy Management as required.

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Other Duties:

5%

- Attends Council and Property Committee meetings as required.
- Participates in local, regional and provincial associations to keep informed of legislative and regulatory requirements for building, planning and property standards or assigns staff to attend as OSM representative
- Other duties as assigned by CAO or Council.

SUPERVISION:

- This position works both in an office environment with indirect supervision by the CAO as Department Head and in the field without supervision.
- Position supervises Building Services Department staff including Deputy CBO (Vacant), Building Inspector/Plans Examiner, Building & Planning Assistant as well as building officials/inspectors hired on a contract and casual basis.
- Position may supervise contractors working on municipal facilities or ensures that supervision is provided by Building Inspector/Plans Examiner as required.

CONTACTS:

Internal:

- Daily contact with CAO, Junior Planner, Building Inspector/Plans Examiner, Building & Planning Assistant.
- Regular contact with all Department Managers and support staff in the Administration, Finance, Fire, Public Works, and Parks & Recreation Departments for the purpose of obtaining and sharing information to complete work assignments.
- Quarterly Reporting to members of Council is required.

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External:

- Daily contact with members of the public contacting the Township in person or by phone or by email to obtain information.
- Daily contact with outside contractors and consultants
- Regular contact with colleagues in other municipalities, other external agencies, municipalities, or associations as well as upper levels of government on an as required basis to exchange information.

JOB SPECIFICATIONS:

- Post Secondary education in Architectural or Civil Engineering Technology or related field.
- Qualified and registered with MMAH listing of certified Building Officials. Maintains certification through Code courses and exams to comply with Ministry requirements for continuing education.
- Certified with CBCO designation.
- Qualified as defined in the Ontario Building Code: House, HVAC, Small Buildings, Large Buildings, Building Services, Building Structural and Plumbing All Buildings.
- Minimum 3 - 5 years municipal experience in all aspects of plans examination, field inspection and enforcement or an equivalent minimum of 5 years in a construction related field.
- Driver's License (G) in good standing is required.

KEY COMPETENCIES:

- Excellent Knowledge of Ontario Building Code, Planning Act, Property Standards By-law, Fire Code and applicable Federal and Provincial regulations.
- Ability to understand and interpret municipal by-laws including Building By-law, Development Charges By-law, Official Plan, Property Standards By-law and Zoning By-law
- Ability to analyze and apply complex regulations to varying circumstances as well as convey this information to Council, contractors, colleagues, coworkers, and the general public in an easy-to-understand format.
- Demonstrated ability to manage and prioritize workload, establish a course of action,

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and achieve specific goals within an established timeframe using available resources.

- Excellent customer service skills with demonstrated ability to deal with issues and resolve conflicts in a non-confrontational manner.
- Excellent organizational and communication skills with proven ability to develop and maintain positive relationships with Council, CAO, Department Managers, Co-workers and persons at all levels outside of the organization.

WORKING CONDITIONS:

- General office environment. Working co-operatively with managers, supervisors and co-workers in all Departments as well as the general public.
- Exposure to inclement weather in all seasons to complete inspections and enforcement duties.
- Physical activity includes driving to construction sites, climbing ladders and other moderate activities to carry out inspections.
- Position requires visual and mental concentration, with regular interruptions from co-workers and public.
- Exposure to working conditions that require safety precautions and proper use of PPE
- Some evening meeting attendance will be required.

Job Description to be reviewed on annual basis by Employee and CAO.

Comments:

Employee _____

Date Reviewed _____

CAO _____

Date Reviewed _____