



Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

Chief Building Official is responsible for enforcing the Building Code Act and regulations in accordance with provincial statutes and municipal by-laws. The Chief Building Official (CBO) manage all aspects of the Building Division from Building permit application intake, plan review and inspection to ensure health and life safety requirements are met for new construction and renovations. The CBO will have overall responsibility and statutory duties as defined under the Building Code Act.



Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
Permit intake	10
Public questions and answers	20
Review plans; issue permits and conduct inspections	60
By-law overview	5
Senior Management activities	5

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Required Training

(Description of training required in order to perform the major responsibilities)

Complete ministry of municipal affairs & housing examination program with regular maintenance of education aspects.

Attends training, workshops and seminars as appropriate and as required



Minimum Qualifications

(Absolutely cannot do without)

Education (degree/diploma/certifications)

3 year College Diploma in Construction or Engineering Technology CBCO designation and is fully qualified under Division C part 3 of the OBC. Must pass all ministry exams to perform only those duties in that class of registration.

Experience

- 5 years plans examination/building inspection or related service
- 2 years management experience

Knowledge/Skill/Ability

- Thorough knowledge of Ontario Building Code (OBC)
- The ability to perform duties associated with inspections



Preferred Qualifications

(The ideal candidate)

Education (degree/diploma/certifications)

- Degree in engineering or architecture
- CBCO designation and is fully qualified under Division C part 3 of the OBC.
- Must pass all ministry exams to perform only those duties in that class of registration.
- Successful completion of all Ministry exams

Experience

- 7 years plans examination/building inspection or related service as a Chief Building Official
- 4 years management experience

Knowledge/Skill/Ability

- Knowledge of OBC and of Ontario Fire Code (OFC).
- Familiar with Canadian Standards Association (CSA) and National Fire Protection Association (NFPA) Standards
- Knowledge and ability to navigate changing advances in technology as they relate to the Building Industry



Work Setting

(Description of the work environment and nature of people interactions)

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact	Frequency	Nature of Interaction
Federal Agencies	Rare	Seaway property Post Office for civic addressing.
Provincial Agencies MOE & climate change MOL MTO - highways NPCA - wetlands	Regular	Compliance with all applicable law
Regional Agencies Health Dept. - restaurants Works Dept. – Septic approvals Roads Dept. – Signs & entrance permits	Regular	Approvals prior to issuing permits.
Other Agencies Hydro SPCA NRP	Rare	
Contractors Engineers Architects Property owners	Constant	Explaining code related compliance and reviewing alternative measures.

Contact	Frequency	Nature of Interaction
Office Staff	Constant	Interaction with different Divisions to ensure compliance with all City Policies, By-Laws and procedures.
Fire Dept.	Frequent Rare	Performing plan review & site inspections. On call for emergency structural assessment of Buildings.
Planning Dept.	Frequent	Interpretation of Zoning and other by-laws prior to discussions with Director of Planning & Legislative Services.
By-Law	Regular	Discussions with public regarding complaints and discussions with By-law Manager.
Politicians Senior Management	Occasional	To discuss public concerns and explain why certain actions are taken.
CAO	Frequent	Brief discussions of planning issues; office inner actions and inform of potential difficulties.

Working Conditions

Consider work environment (i.e., open/shared, enclosed office). Consider any hazards, disagreeable conditions; the requirement to be 'on call' or work extensive overtime

Exposure to all types of weather

Dealing with hostile or sometimes violent people

On-site inspection environments:

Dust, Chemical, Construction conditions, Mud, Wind, Uneven surfaces, Climbing



Accountability & Initiative

Independent Decision Making

List examples of decisions made or duties performed without reference to your supervisor or subsequent checks.

- OBC Compliance
- Building assessments

Consultative Decision Making

List examples of decisions made or duties performed which require consultative approval from your supervisor.

- Zoning interpretations
- Expenditures greater than \$500.00

Decision Making Guidelines

What guidelines, standards of practice, procedures manuals, etc. govern your decision making and actions.

- NFPA
- CSA
- OBC
- Farm Building Code
- OFC
- Bylaws
- Ontarians with Disabilities Act (ODA)
- Facilities Accessibility Design Standards (FADS)
- Barrier Free Design
- Engineers & Architects Act

Financial Accountability

State any financial responsibility held by this position and list amount (e.g. Budget preparation, monitoring and/or control, petty cash, purchasing/signing authority, financial analysis, financial control etc.)

- Preparation of yearly budget
- Max 500 spending limit per purchase ;exception being when in an acting role



Physical Skill and Effort

(Describe both physical skill and effort necessary to perform the job)

Physical Skill

Physical Effort

*Legend

N/A = Not applicable **Occasional**= Up to 30% **Frequent** = Up to 80% **Constant** =Over 80%

Demands	Duration
Minimal Exertion – a variety of sitting, standing, walking	Office work frequent
Moderate Exertion – some climbing, extensive walking	Onsite inspection occasional
Heavy Exertion – constant standing and/or walking; pushing/pulling	N/A
Lifting – provide average weight/example	N/A
Keyboarding	E-mails & Reports occasional
Intensive visual concentration -(e.g., reading reports, data analysis)	Computer work occasional
Intensive listening concentration (e.g., interviews, taking minutes)	Meetings occasional
Intense mental concentration – (e.g., assessment, reporting, problem solving, collaboration)	Research OBC requirement Frequent

****Describe the physical activities associated with the job (e.g., lifting, carrying, pushing, pulling, and stretching in the boxes above.



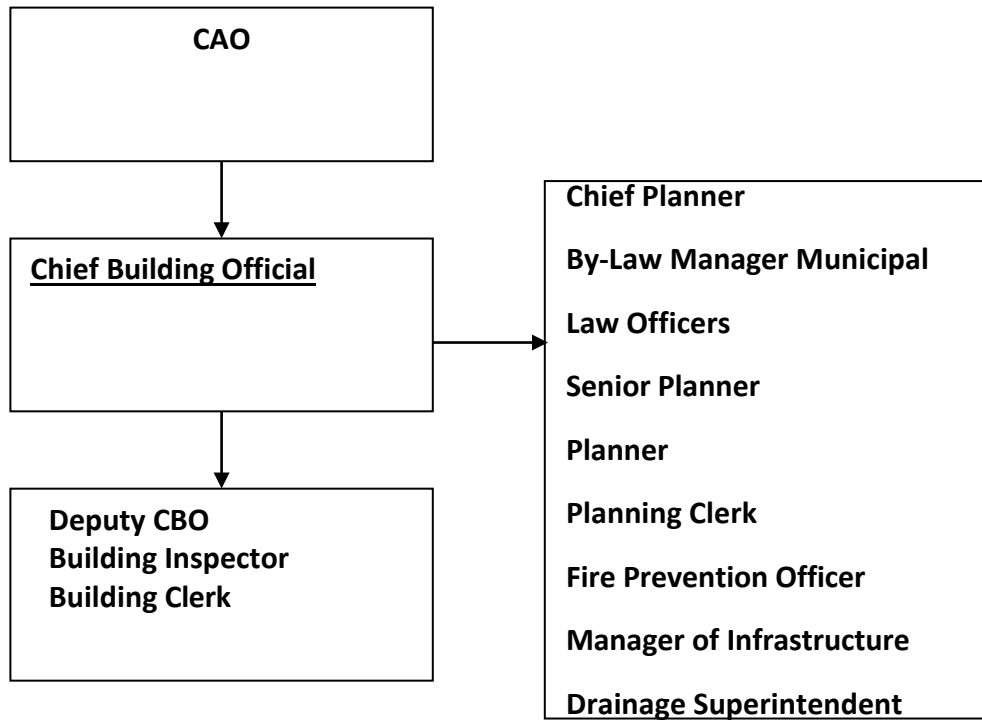
Position Classification

(Where this position fits)

Position Title: Chief Building Official	Division: Building
Department: Office of the CAO	Classification:
Positions Supervised Directly: Deputy CBO, Building Inspector, Building Clerk	Reports to (Direct): CAO
Effective Date:	Positions Supervised Indirectly:
Salary Grade:	Revision Date:
	Hours per Week: 35

Organizational Chart

List the reporting relationship of this position to others within the immediate department.



Once the job description has been completed, ensure the Director/CAO has reviewed the job description, discussed any points and/or comment that have arisen, and made changes accordingly.

Forward the final version, with all applicable signatures, to Human Resources.
