



## Chief Building Official

Salary: \$84,630 to \$101,065

Plus, a comprehensive benefit package and OMERS pension plan

The Chief Building Official (CBO) is responsible for the efficient and effective operation, administration, and budget of the Building division. The Chief Building Official is responsible for all statutory enforcement functions under the Ontario Building Code Act through the examination of plans and specifications, site inspections and issuance of permits. The Chief Building Official is responsible for the supervision of building and by-law enforcement staff.

### Essential (Minimum) Qualifications:

- Architectural Technology, Civil Engineering Technology, Building Technology diploma or equivalent.
- Current Certified Building Code Official (CBCO) in the province of Ontario.
- Five (5) years of progressive experience in the Building Code enforcement and administration, including interpretation of regulations adopted pursuant to the Ontario Building Code.
- Experience in all aspects of plan examination, field inspection and enforcement.
- Experience developing, managing, monitoring, and analyzing budgets.
- Demonstrated experience with staff supervision and strong leadership skills in a unionized work environment.
- Valid "G" class driver's license in the Province of Ontario.
- Knowledge of the Ontario Building Code, the Fire Code and related applicable Federal and Provincial Legislation and Regulations.
- Knowledge of Municipal By-Laws and understanding of Official Plan and Zoning By-laws including but not limited to permit issuance, plan review and inspections.
- Demonstrated knowledge of building material, construction practices and procedures; ability to read and understand plans, blueprints and building construction drawings
- Thorough working knowledge of the Occupational Health and Safety Act and safe work practices.
- Excellent supervisory skills and competent in the interpretation and application of collective agreements, employment policies, regulations, acts and guidelines.
- Demonstrated ability to examine and reorganize operations and procedures, formulate policy, develop, and implement new strategies and procedures.

A complete job description is available by clicking here: [Job Description](#)

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified applicants must submit a cover letter and resume marked "Chief Building Official" to the following on/before Friday, July 10, 2020 at 4:00 p.m.:

Human Resources Department  
City of Brockville  
P.O. Box 5000  
1 King Street West  
Brockville, Ontario K6V 7A5

email: [hr@brockville.com](mailto:hr@brockville.com)

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.



## **CITY OF BROCKVILLE**

### **JOB DESCRIPTION**

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<b>POSITION:</b>	<b>Chief Building Official</b>
<b>DEPARTMENT:</b>	<b>Economic and Development Services</b>
<b>REPORTS TO:</b>	<b>Director of Economic and Development Services</b>

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#### **PURPOSE AND SCOPE:**

The Chief Building Official (CBO) is responsible for the efficient and effective operation, administration, and budget of the Building division. The Chief Building Official is responsible for all statutory enforcement functions under the Ontario Building Code Act through the examination of plans and specifications, site inspections and issuance of permits. The Chief Building Official is responsible for the supervision of building and by-law enforcement staff.

#### **DUTIES AND RESPONSIBILITIES:**

- Responsible for the administration, implementation, and enforcement of the Building Code Act (BCA) and the Ontario Building Code (OBC) through the building permit review, field inspection, and applicable law processes in the City and provide strategic direction and guidance to staff and stakeholders.
- Establish operational policies for the enforcement of the BCA and the OBC, coordinate, and oversee the enforcement powers and duties assigned through legislation.
- Ensure buildings are designed and built in compliance with the minimum requirements of the Ontario Building Code, enforce the Building Code Act and its regulations, and provide recommendation for remedial measures where the safety of existing buildings is deficient.
- Receive and examine building permit applications and documents, analyze building code requirements applicable to the intended use of building; contact applicant if additional information is required; check zoning, subdivision, or site plan requirements with Planning Division.
- Consult regularly with property owners, developers, builders, architects, and engineers regarding plans for development and building code requirements.
- Supervise and mentor staff in methods, procedures, and techniques, and in the administration of legislation, codes, and by-laws.
- In accordance with municipal requirements, manages the enforcement of municipal by-laws.
- Assist in the preparation of the operational and capital budget and ensure accurate administration and monitoring of related expenditures.
- Produce and maintain any forms, records, or reports as required.
- Respond to legal enquiries regarding status of properties (e.g. work orders, property standards orders).
- Prepare documentation, provide evidence, and serve as a representative as needed before the courts and applicable tribunals related to violations of applicable laws.
- Investigate and respond to enquiries, resolve complaints, and liaise with the public, staff, consultants, Senior Management, Members of Council, and community groups regarding department matters.

- Act as a resource person to Council with respect to Building related matters and prepare reports and presentations, makes recommendations, and attend Council, Committees of Council, public and/or other meetings as required.
- Oversee the department's personnel this includes resource planning, recruitment and termination, development and guidance of individuals, and the evaluation of performance.
- Ensure that all applicable safety and job-related training is provided to all department staff in order to meet legislated and legal requirements, and to allow all job functions to be carried out safely and effectively.
- Serve as an appointed By-law Enforcement Officer and conduct investigations related to same.
- Respond to emergency calls from the Fire Department regarding building safety issues.
- Protect own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follow all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

**Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.**

### **EDUCATION/SPECIALIZED TRAINING/SKILLS:**

#### Essential (Minimum) Qualifications:

- Architectural Technology, Civil Engineering Technology, Building Technology diploma or equivalent.
- Current Certified Building Code Official (CBCO) in the province of Ontario.
- Knowledge of the Ontario Building Code, the Fire Code and related applicable Federal and Provincial Legislation and Regulations.
- Knowledge of Municipal By-Laws and understanding of Official Plan and Zoning By-laws including but not limited to permit issuance, plan review and inspections.
- Demonstrated knowledge of building material, construction practices and procedures; ability to read and understand plans, blueprints and building construction drawings
- Thorough working knowledge of the Occupational Health and Safety Act and safe work practices.
- Excellent supervisory skills and competent in the interpretation and application of collective agreements, employment policies, regulations, acts and guidelines.
- Demonstrated ability to examine and reorganize operations and procedures, formulate policy, develop, and implement new strategies and procedures.
- Ability to remain current with legislation, industry standards and best practices as well as demonstrate a commitment to continuous learning.
- Advanced computer proficiency including thorough knowledge of Microsoft Office and database software.
- Ability to analyze complex situations and to prepare comprehensive reports on a variety of subjects.
- Ability to deal effectively with all levels of staff and government, elected officials, consultants, developers, contractors, the public and community organizations.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence while representing the department in a professional, consistent, and positive manner.
- Demonstrated leadership and organizational awareness using critical thinking skills in decision making, with a realistic understanding of the issues and the impact of a decision on the department and the City as a whole.
- Demonstrated strong organizational skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities.
- Demonstrated ability to manage projects and timelines.
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgment.
- Demonstrated ability to be a team player who can establish and maintain effective working relationships with fellow employees, ratepayers, and the public.

## **WORK EXPERIENCE:**

### **Essential (Minimum) Qualifications:**

- Five (5) years of progressive experience in the Building Code enforcement and administration, including interpretation of regulations adopted pursuant to the Ontario Building Code.
- Experience in all aspects of plan examination, field inspection and enforcement.
- Experience developing, managing, monitoring, and analyzing budgets.
- Demonstrated experience with staff supervision and strong leadership skills in a unionized work environment.
- Valid "G" class driver's license in the Province of Ontario.

## **SUPERVISION:**

- Directly supervises Inspection Officer & By-Law Enforcement staff.

## **WORK ENVIRONMENT:**

- Fast paced office environment.
- Construction site visits.
- Attendance at after hour meetings as required.
- Activities include sitting, standing, reaching, walking, climbing ladders, considerable visual attention to details and movement of average weight materials.
- Ability to respond after hours to emergency calls.

**Note:** The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The City of Brockville reserves the right to amend this position description at any time.