



Job Description – Chief Building Official / Director of Building Services

Position Summary:

The Director of Building Services/Chief Building Official (CBO) provides leadership for the administration of building and drainage services for the Township, and acts as a member of the Township's Leadership Team. The CBO has the overall responsibilities and statutory duties as defined under the Building Code Act, related provincial statutes and regulations, and municipal by-laws. The position manages all aspects of the Building Services department, including permits and inspections for new construction, alterations, additions, renovations, plumbing, and septic services in accordance with provincial legislation and local by-laws.

The position prepares and monitors the annual Building Department Budget and supervises the Drainage Superintendent and other aspects in relation to drainage.

Duties and Responsibilities:

- Performs the statutory duties of the Chief Building Official.
- Provides leadership to the Building Services team in the delivery of the Building Services for the Township.
- Leads the enforcement of Provincial Statutes in accordance with requirements and regulations under the Building Code and other by-laws as they apply to buildings and structures.
- As the Department Head, use technical, management and leadership skills to provide input on departmental/corporate strategic initiatives and lead and/or participate on project teams. Champion the corporate mission and values within the Building Services department and across the Corporation as a whole.
- Lead, manage and oversee all departmental staff including the provision of performance reviews and the development and implementation of individual training and development programs.



Recommend and participate in discipline, termination, promotion, and transfer of departmental staff.

- Issues building permits and orders of compliance.
- Responds to inquiries regarding building permits and questions from property owners, developers, contractors and Council.
- Ensure that all relevant inspections, orders or notices are executed as they relate to permits issued or regulations violated.
- Monitors and ensure mandatory time frames for completeness of permit applications, permit issuance, inspections and reporting are within the prescribed time frames as mandated by the Ontario Building Code and Building Code Act.
- Prepares reports and provides recommendations regarding the Building Department to Council and is a resource to Council with respect to Building related matters.
- Prepare, review, recommend and implement annual capital and operating budgets, review and recommend appropriate user and permit fees; monitor and administer approved departmental budgets and report on the same, and authorize payments of accounts.
- Represents the Township in legal proceedings regarding Building Code matters and attends meetings as required.
- Works closely with external stakeholders and agencies through the permit review process.
- Coordinates plan review and approvals with Township departments and external agencies for which approval is required as a precondition for a building permit.
- Develops and/or reviews and recommend revisions as necessary to building inspection/enforcement and administration policies, by-laws, procedures, service levels and administrative procedures.
- Reviews and provide comments on subdivision, site plan, zoning and other planning applications as relates to Building Code, Drainage Act, and relevant municipal by-laws.



- Responds to inquiries, liaises with, and/or resolves complaints/concerns from the general public, staff, consultants, the building community, lawyers, other levels of government with regard to building matters, including providing interpretations of the Town's zoning by-law and building/occupancy permit policies and practices.
- Other duties will include, but are not limited to: Nutrient Management (Minimal Distance Separation (MDS)); reports to Municipal Property Assessment Corporation (MPAC); 911 signs, etc.

Education, Experience and Qualifications:

- Post-secondary degree or advanced diploma in Engineering or Architectural Sciences, Architectural/Engineering Technology or Construction Engineering Technology, or an equivalent combination of education and relevant work experience.
- A minimum of five years' experience in building construction inspection or related service.
- A minimum of five years' experience in a management position.
- Must be a member of the Ontario Building Official Association with current BCIN and CBCO designation. Qualified and registered (BCIN) in the following categories as defined under Division C, Part 3 of the OBC: Legal CBO, Plumbing All Buildings, On Site Sewage Systems, Large Buildings, Complex Buildings, Building Services and Building Structural.
- Excellent leadership, interpersonal, organizational and communication skills.
- Thorough working knowledge of the Ontario Building Code Act, Ontario Building Code, Ontario Plumbing Code, Ontario Fire Code, Property Standards By-law, Official Plan, Zoning By-law and any other applicable Municipal, Provincial and Federal legislation
- Ability to read and understand plans, blueprints and building construction drawings, including grading and drainage plans.



- Ability to exercise sound independent judgment within general legislative and policy guidelines.
- Ability to prepare clear, concise and competent reports, correspondence, and other written materials, as well as present to Council.
- Advanced proficiency in Microsoft365, internet and web-based applications, with experience in Cloudpermit is preferred.
- Must have, and maintain, a valid class "G" driver's license.