

**County of Lambton  
Position Description****Position Title:** Deputy Chief Building Official**Division:** Infrastructure &  
Development Services**Group:** Non-Union**Immediate Supervisor:** Manager, Development Services/Chief Building Official**Position Summary**

Act as the appointed Deputy Chief Building Official for the County of Lambton and/or contracting municipalities by assisting the Manager, Development Services/Chief Building Official in directing and managing the activities of the Department and act as the Chief Building Official in their absence. This position is responsible for the administration and enforcement of the Building Code Act, the Ontario Building Code, property standards, and municipal by-laws, including other applicable laws as defined in the Act, related to the construction and demolition of all types of buildings and structures.

**Job Duties and Responsibilities****Building Inspection and Legislative Compliance:**

- Authorize the issuance of permits and calculate applicable fees when the project complies with codes and relevant legislation.
- Appraise new materials and construction assemblies and rule as to their acceptance or restriction.
- Conduct design review of technical documents such as construction drawings, material specifications, and applicable standards (CSA, ULC) building system components (HVAC, sprinklers, fire alarms) and engineer's reports (soils analysis) to ensure compliance with the building code, municipal by-laws, regulations, and other applicable laws.
- Inspect and review building projects during construction, renovation, addition, change in use, and demolition ensuring compliance with the approved plans, codes, and regulations.
- Initiate corrective action and enforce the law through the use of Orders to Uncover, Stop Work Orders, etc., related to unsafe conditions in new and existing buildings and when necessary, prepare information (laying of charges) for prosecution and provide expert testimony in court.

**Communication:**

- Provide interpretation and advice to the Manager, Development Services/Chief Building Official, Staff, elected officials, provincial, County, and municipal Staff, municipal solicitors, and other individuals and agencies concerning the building code, zoning by-laws, municipal by-laws, and regulations administered by the Department.

- Liaise with municipal officials such as Council members, fire department, all planning related Staff, and other regulatory bodies involved with health, fire, and safety matters regarding building construction and property development.
- Respond to and mediate complaints, issues, and conflicts with the public, elected officials, contractors, and other individuals and agencies concerning property standards, by-law infractions, building code issues, and building code infractions; explain legal technical implications and ramifications.
- Resolve disputes concerning technical code requirements and interpretation by appearing before and submitting prescribed information to the Building Code Commission, in consultation with the Chief Building Official.
- Provide monthly reports to the Manager, Development Services/Chief Building Official on any activities or matters requiring Council or Committee attention and participation, as required.

#### **Human Resources Management:**

- Provide direction and leadership to the building-affiliated and by-law Staff, ensuring County policies are followed.
- Participate in the recruitment and onboarding of Building Services Department Staff.
- Prepare work schedules, balance Staff workload, assign duties, develop, and implement a training program for Staff, and evaluate Staff performance.
- Prepare and deliver annual performance appraisals, deliver discipline, and establish correction action.
- Review and evaluate staff inspection reports, providing guidance and feedback as required.

#### **General:**

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

### **Supervision Requirements**

**Direct Supervision:** Senior Building Inspectors, Building Inspectors

**Indirect Supervision:** Property Standards/By-Law Enforcement Officers

**Functional Authority:** Provides direction, consultative services and advice on employee/building services issues and services to the corporation, other municipalities, individuals, and agencies.

## Credentials Required

### **Minimum Formal Education**

- Three-year Community College Diploma program in Architectural Technology or Civil Engineering Technology
- Member of the Ontario Building Officials Association
- Successful completion of all 13 qualifications as required by the Ministry of Municipal Affairs and Housing
- Designated and licensed as a Certified Building Code Official by the Ontario Building Officials Association

### **Experience**

- Minimum of eight years of municipal experience and a working knowledge of the Ontario Building Code, in a municipal setting.
- Four years of supervisory or demonstrated leadership experience.
- Extensive knowledge of the Ontario Building Code and demonstrated experience in the building, plumbing, septic, property standards, and municipal by-laws for the effective and efficient administration and enforcement thereof.
- Thorough working knowledge of the Building Code Act, Planning Act, and related regulations such as the applicable law with the ability to read plans and specifications.
- Ability to communicate effectively with the general public, local Councils, Staff, contractors, architects/engineers, and developers.
- Good organizational, report writing, interpersonal, inspection, and mediation skills.
- Familiar with Word processing/data processing to the level of accessing data and draft typing of letters and reports.

A valid Ontario Driver's Licence and use of a vehicle.

**Please visit our job board at [www/lambtononline.ca/jobs](http://www.lambtononline.ca/jobs) and search for DEPUT005211 to apply. Posting closes at 11:59 pm, Sunday, November 17, 2024.**