

# JOB DESCRIPTION



## POSITION CLASSIFICATION

<b>Job Title:</b>	Director, Building Services / Chief Building Official	<b>Job Code:</b> 1283
<b>Department:</b>	Planning & Development	<b>Date Updated:</b> April 24, 2025
<b>Division:</b>	Building Services	<b>Date Evaluated:</b>
<b>Reports to:</b>	Commissioner of Planning & Development/Chief Planner	



## POSITION OVERVIEW/PURPOSE

Reporting to the Commissioner of Planning & Development/Chief Planner, this statutory position is responsible for providing senior level leadership to the operation of the Building Services Division. This leadership encompasses the development of strategic direction and vision to the division along with leading continuous improvement and making changes in overall business performance through analysis and the development and implementation of sound management practices. The Director, Building Services / Chief Building Official, directs the customer service, plan review and building inspection functions of the Building division, including the enforcement of the Building Code Act. The Director leads and motivates a diverse workforce, ensures effective teamwork, ensures high standards of work quality and organizational performance, continuous learning and encourages innovation in others. This position is responsible for providing senior level policy advice/recommendations to both the Senior Management Team and Town Council regarding effective and enforceable implementation of new program initiatives along. This position is responsible for the development, and administration of the annual budget for the division and ensures that the divisional expenditures are controlled and maintained within approved budget limits and corporate policies.



## KEY DUTIES & RESPONSIBILITIES

### Functional Responsibilities:

- Provide strategic leadership and direction to the Building Services division, ensuring the delivery of high-quality services in compliance with the Building Code Act (BCA), the Ontario Building Code, and all other applicable laws, standards and regulations.
- Develops, designs and implements functional policies and programs that make major changes in overall business performance based on long-term needs.
- Contributes to the continuous improvement of divisional performance through analysis and the development and implementation of sound management practices and procedures
- Collaborate with other municipal departments/divisions to foster a positive corporate culture and ensure compliance with all relevant regulations.
- Exercises final authority and makes decisions regarding permit approval process and construction of buildings having financial, health and safety and community implications.
- Develops stakeholder consultation process to address program changes affecting development industry.

- Directs activities for the defence of insurance claims, challenges under the Building Code Act, enforcement of the Building Code Act and the Building Code
- Enters into agreements binding the Corporation, including limiting distance and conditional permit agreements
- Contributes to or takes the lead in a broad range of legislative and policy initiatives undertaken by the Town and other levels of government (such as provincial codes, standards and legislation affecting construction, the Building Code Act, the Planning Act, the Environmental Protection Act, heritage legislation, housing standards, the development review process etc.)
- Serve as liaison and representative of the Building Services division, fostering collaborative relations with internal stakeholders, community organizations, and other agencies to advance an educational and compliance-based approach to resolving issues.
- Prepares various reports for consideration and attends Council and Standing Committees.
- Participates in public and stakeholder meetings to address community concerns.
- Perform additional duties and undertake special projects as assigned

**People Responsibilities:**

- Build and maintain a high-performance team and foster a culture of innovation, collaboration and accountability.
- Actively mentor people leaders to focus on building their capabilities in people leadership, project oversight and conflict resolution
- Develop and nurture a work environment that is inclusive, respectful and motivating for staff including staff development, performance management, engagement, and rewards and recognition.
- Lead the team through procedural and organizational change, to ensure they can handle evolving demands.
- Assess departmental staffing needs, review and recommend organizational structure changes, approve hiring and/or staffing recommendations/decisions.
- Provides advice and guidance on technical information relating to the construction of complex or community sensitive projects and on resolution/mediation of differences between residents, builders, developers, councillors etc.
- Collaborate with People Services on employee related programs. Provide input to the career development of assigned staff, including technical direction, training recommendations, coaching and mentoring.

**Corporate Responsibilities:**

- Represents the Town on municipal and provincial groups.
- Maintain responsibility for assigned duties within the divisional and/or corporate Business Continuity Plan
- Participate in all mandatory training requirements
- Be responsible to work (and ensure that all staff supervised work) in compliance with the Occupational Health and Safety Act and Regulations, the Town of Caledon Policies and Procedures, as well as established industry guidelines.



**SKILLS & QUALIFICATIONS**

- Minimum education, training and/or knowledge in the above, normally acquired from a post secondary degree in management and/or in a professional discipline pertinent to the building plan review and inspection field or an equivalent combination of education, training and/or experience
- MMAH qualifications in all categories of Certification including CBO Legal/Process accompanied with a Supervisor/Manager registration.

- Ten (10) years of experience in plan review and inspection functions to ensure compliance with the Ontario Building Code Act, Building Code and other related regulations and by-laws.
- Five (5) – Seven (7) years of leadership experience in a senior management role, (Chief Building Officer preferred)
- Extensive administrative and project management experience.
- Considerable experience in assessing, planning, developing, implementing, managing and monitoring broad scale, complex, longer term corporate and divisional initiatives, business strategies, operational processes and management systems.
- Considerable experience in managing programs and resources in a major public organization providing direct services to the public.
- Excellent knowledge and understanding of all aspects of building construction, the Ontario Building Code Act, Ontario Building Code, and other applicable laws relating to the construction industry.
- Excellent knowledge of government legislation and policy in the areas of labour, occupational health and safety and human rights.
- Demonstrated customer service excellence that reflects Caledon's quality standards: accurate, courteous, responsive and easy to navigate
- Strong leadership and well-developed people management skills with proven success in achieving results.
- Ability to promote and foster teamwork and establish an environment of excellence by motivating, training, mentoring and managing staff.
- Highly developed human relation skills to balance diverse stakeholder and general public interests as well as build effective relations with community groups, elected officials and other senior managers.
- Ability to effectively communicate to all stakeholders both verbally and in writing at a senior management level.
- Ability to manage competing priorities and demands in a rapidly changing environment.
- Excellent analytical, technical, interpersonal, problem solving and conflict resolution skills
- Computer proficiency in MS Office (Word, Excel, Outlook)
- Satisfactory passing of a criminal record check/vulnerable sector check
- Valid driver's licence with no more than 3 demerit points and daily access to a vehicle



## WORKING CONDITIONS/SETTINGS

- General environment consists of standard office department
- Physical activity involves regular movement lifting up to 10lbs
- Occasional travel to various town sites and external meetings
- Regular exposure to stressful situations. May be exposed to some conflict and emotionally charged situations
- Must be able to work after hours or when deemed necessary to meet deadlines and deal with urgent situations