

TOWNSHIP OF NORTH DUNDAS

JOB DESCRIPTION

JOB TITLE: Chief Building Official & Supervisor of Bylaw Services	LAST REVISION DATE:
REPORTS TO: Director of Development Services	APPROVED BY: Township Council
SALARY RANGE: Grade 12 (\$103,927-\$123,723)	EFFECTIVE DATE: July 2023

Position Summary:

Reporting to the Director of Development Services, this position will supervise and coordinate activities of the Building and Bylaw Services Divisions of the Township of North Dundas, be responsible for the administration and enforcement of the Building Code Act, the Ontario Building Code, relevant Provincial laws and municipal bylaws. This position will develop, implement and review the Emergency Management Program, which includes the development, execution, and monitoring of policies, procedures, documents, and working groups addressing the key areas of emergency management: prevention, mitigation, preparedness, response, and recovery. The Chief Building Official & Supervisor of Bylaw Services ensures professional competencies are met and maintained and that excellent customer service is delivered.

Position Qualifications:

- Possesses strong technical, organizational, analytical, and human relations skills.
- Willingness to learn and conduct research.
- Adaptable to changing work environments, and multi-tasking between unrelated disciplines.
- Maintaining accurate and detailed records of inspections and investigations.
- Willing to accept responsibility and demonstrate initiative.
- Skills in problem solving and must be solution oriented.
- Ability to organize department activities, interact with the public and staff, meet deadlines, and work under pressure.

- Emphasis is placed on the practical demands of the job, confidentiality, and professional ethics.
- Ability to work on a number of projects and tasks simultaneously and prioritize accordingly.
- Strong computer skills, and a good knowledge of standard business software.
- Exceptional interpersonal and communication skills with a confident and pleasant disposition, and able to defuse situations.
- Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

Position Description and Duties:

- Provide a high standard of customer service while performing a variety of inspection, advisory and enforcement services pertaining to the legislative role as per the Building Code Act and operate within the provisions of the established code of conduct.
- Develop, implement, review, update and support Bylaw Services in the enforcement of municipal bylaws.
- Ensure compliance with provincial and municipal bylaws, in particular bylaws that regulate building and property standards. This includes conducting investigations in response to complaints, reporting findings, and issuing orders, tickets and/or summons, as required.
- Review and evaluate building plans and proposals with respect to the building code.
- Resolve conflicts in a proactive way: strive to gain voluntary compliance and assist in mediating disputes between property owners.
- Perform all statutory and operational requirements of a Chief Building Official.
- Manage and coordinate Building and Bylaw Services division activities.
- Control and issue orders including Orders to Comply, Orders not to Cover, and orders respecting the use and occupancy of a building.
- Assist in the preparation, administration and reconciliation of departmental operational and capital budgets.
- Review and manage work of Building Inspectors and Bylaw Enforcement Officers.

- Be responsible to work, and ensure that all direct reporting staff work, in compliance with the Occupational Health and Safety Act and Regulations, municipal health and safety, and workplace violence policy and procedures as well as industry guidelines.
- Prepare set fines and short form wording for approval by the Ministry of the Attorney General's Office.
- Compile information, prepare and present reports with recommendations and implement policies and procedures to improve effectiveness of services, and ensure duties are performed accordingly.
- Answer correspondence concerning permitting, enforcement, and other activities.
- Review and issue Mobile Food Premise Licenses.
- Provide information with respect to general inquiries of department initiatives, along with other municipal bylaws and programs.
- Manage the Administrative Monetary Penalty System (AMPS).
- Be a resource of information for frequently asked questions with regard to building, bylaw, and general enforcement principles.
- Liaise with the Fire Department, law enforcement, and other agency officials.
- Oversee the Bylaw Services Division including the Senior Municipal Law Enforcement Officer, Emergency Management implementation, Adult School Crossing Guard Program and other staff as assigned.
- Establish goals and objectives, providing direction and guidance on standards and principles of operation as they relate to building, construction, enforcement, animal control, and emergency management.
- Maintain current knowledge of new and amended legislation, regulations, bylaws, standards, and principles.
- Municipal contact for contracted services regarding Part VIII of the Building Code Act and the Building Code related to sewage systems.
- Oversee animal control in the municipality with the Bylaw Services Division, including contracts for dog catcher, and municipal (or shared) pound.
- Oversee Emergency Management for the municipality which is to be undertaken by the Senior Municipal Law Enforcement Officer/CEMC.

- Submission of necessary documentation for incident reports, compliance reports, funding requests, and any others, as deemed necessary.
- Perform other duties as directed, and undertake special projects as assigned.

Other Requirements, Duties and Responsibilities:

- Use a high level of professionalism, discretion, and protection of privacy at all times.
- Provide assistance to the Fire Chief and Planners.
- Possess keen observation skills and demonstrate strict attention to detail.
- Attend meetings as required to share knowledge and skills.
- Use conflict resolution and listening skills to ease complainant's inquiries.
- Possess the ability to record and safeguard confidential information, as well as the organizational and time management skills necessary to operate efficiently with minimal supervision.
- Must have a Valid Class "G" driver's license and be able to provide and maintain a clean Drivers Abstract.
- Must provide a satisfactory current Police Criminal Record Check as a condition of employment.
- Memberships in the Ontario Building Officials Association, Municipal Law Enforcement Officers Association, and the Ontario Association of Property Standards Officers are considered an asset.
- Due to nature of work, the incumbent is at times required to work outside normal business hours and must be available 24/7. Must be able to adapt to different working environments and changing situations; at times, working long hours, in various weather conditions (hot or cold weather, in rain, etc.).
- Must be able to respond appropriately and professionally to difficult situations, including emergencies and interactions with aggressive or challenging individuals.

Disposition of Job Description

- The successful candidate will possess post secondary education in Building Sciences, Architectural or Engineering Technology, or a related discipline along with a designation as a Certified Building Code Official (CBCO), and a minimum of 8 years experience, complimented with knowledge of the Building Code Act,

the Ontario Building Code, Fire Code and other building, plumbing, property and maintenance-related legislation, regulations, standards and principles.

- Successful completion of Ministry of Municipal Affairs and Housing courses: General Legal/Process for inspectors, House, Small Buildings, Large Buildings, Plumbing - all buildings, Building Services, Building Structural, CBO Legal. Must be qualified and registered with the Ministry of Municipal Affairs and Housing.
- Other assets and disciplines that would augment the required skill set are: Bilingualism, Municipal Experience, Conflict Resolution, Technical Writing, Legal Courses, Law Enforcement Experience, WHMIS Training, Health and Safety Certification

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.