

TOWNSHIP OF NORTH HURON POSITION PROFILE

Position Title **CHIEF BUILDING OFFICIAL/BY-LAW
ENFORCEMENT/PROPERTY STANDARDS/ZONING ADMINISTRATOR**

Department **BUILDING DEPARTMENT**

Report to Title **DIRECTOR OF PUBLIC WORKS AND FACILITIES**

Revised September 2021

Position Status:	Full time employee
Pay Method:	Salary
Normal Work Week:	37.5 hours
Overtime paid:	In excess of 44 hours/week
Location:	North Huron Municipal Office

A – POSITION DESCRIPTION

1. Scope of Position:

The CBO is responsible for reviewing building plans, issuing building, septic and plumbing permits, and inspecting buildings to ensure compliance with the Ontario Building Code and applicable North Huron by-laws. The CBO will act as the North Huron By-law Enforcement Officer, Property Standards Officer and Zoning Administrator. The CBO is responsible for administering zoning, property standards, nutrient management, sign and certain other by-laws. The CBO performs the above responsibilities in accordance with budgets, objectives, policies and programs approved by Council and all applicable by-laws and Ontario regulations.

2. Key Responsibilities:

- (a) Duties include: Chief Building Official, Building Inspector, By-law Enforcement Officer, Property Standards Officer and Zoning Administrator
- (b) To enforce North Huron public compliance with all assigned by-laws including zoning, and signs, if required. To assist interested ratepayers in the correct interpretation of assigned municipal by-laws and Council resolutions and policies and Provincial Building Code and other applicable codes.
- (c) To assist the CAO with any aspects of the Township's short- and long-range operating plans and strategies concerning building inspections and by-law enforcement.

- (d) To implement the building inspections and by-law enforcement aspects of the policies and programs of Council efficiently and effectively. To ensure compliance with all relevant statutory and regulatory requirements under the control of the CBO.
- (e) To attend and participate in Council, Committee and Board meetings as required.
- (f) To advise the Council and CAO on CBO activities of the Municipality.
- (g) To review Nutrient Management Plan Strategies and calculate MDS requirements.
- (h) To enforce municipal by-laws, including the Township's Zoning By-law
- (i) To perform other duties as may be assigned by the Council and CAO.
- (j) Works with fire prevention officer on building code fire related matters.

3. Key Relationships:

Internal.

Council members: interaction as arranged with CAO.

CAO: daily interaction re financial affairs of Township/Municipality

Department Heads: interaction re inter-department activities, as required

Fire Prevention Officer: as required

Adm staff of North Huron

External

Public: daily re: building issues

Township Contractors and other professionals: as appropriate

Government Agencies: as appropriate

County Planners: as appropriate

4. Decision Making Authority:

The CBO works autonomously. The CBO will make many decisions on their own, within the framework of the Township/Municipality policies and procedures, Ontario Building Code and North Huron. Judgement is required when reviewing building sites and permit applications. Some of these decisions will require the approval of the CAO and/or Council.

5. Problem Solving Responsibility:

The CBO is required to solve issues by referring to the Ontario Building Code and North Huron by-laws.

B – POSITION SPECIFICATIONS

To perform the Chief Building Official's position competently, an individual must possess and agree to constantly update appropriate knowledge of municipal and related statutes and all those skills listed below under "3. Other Skills". This will involve taking seminars, courses and reading current publications.

The formal education, training, work experience, and other key skills of an individual must be evaluated simultaneously. For example, a person may not possess the minimum designation but have compensating work experience.

1. Formal Education and Training:

- *Minimum degree required:* Community College certificate or university degree in related field or licensed construction tradesperson.
- Chief Building Official Certification through the Ministry of Municipal Affairs and Housing.
- Completion of the following training through the Ontario Building Officials Association: Building Services, Building Structural, Complex Buildings, Detection, Lighting and Power, HVAC-House, House, Large Buildings, On-site Sewage Systems, Plumbing-All Buildings, Small Buildings.

2. Work Experience:

- Five (5) years of Experience in a municipality
- Three (3) years CBO in a municipality

3. Other Key Skills and Competencies:

- Strong interpersonal skill.
- Strong written and oral communication skills.
- Strong time management skills.
- Computer literate with knowledge of software used.
- Well organized.
- In depth knowledge of the assigned local by-laws and Official Plan.
- In depth knowledge of the Fire Code, the Ontario Building Code and other related statutes (eg. Plumbing Code, Nutrient Management).
- General knowledge of the development control systems as set out in the various Ontario statutes including the Planning, Municipal Act, and Environmental Protection Act.
- General knowledge of Health & Safety Act and Provincial Offences Act.
- General knowledge of construction industry and estimating.
- Strong knowledge and understanding of plumbing and septic systems.
- Physical ability to perform building inspections at a construction site.

- Valid “G” drivers’ license. The position requires extensive travelling within North Huron.
- Available for contact through cell phone.

C – POSITION CHARACTERISTICS

1. Impact and Accountabilities:

- Responsible for the public’s compliance with the Ontario Building Code and assigned North Huron by-laws.
- Ability to project a professional appearance and image to the public, at all times.

2. Supervisory Responsibility:

Manages By-law Enforcement Officer Contract

D – WORKING CONDITIONS

1. Physical Effort and Environment:

The CBO workload is variable depending on the season and demand for services. Hours worked will vary considerably. The position is paid hourly. Overtime may be required. CBO may have to respond to emergency situations. The physical working environment can be demanding while outside inspecting buildings or enforcing by-laws. There is a risk of injury on a construction site.

2. Mental Effort:

The mental strain resulting from the work of the CBO is manageable. This position will receive and manage public complaints, occasionally encountering people who are irate. CBO must be able to respond to frequent demands and changing priorities.