 <p>THE TOWNSHIP OF <b>SOUTH ALGONQUIN</b></p>	<b>TOWNSHIP OF SOUTH ALGONQUIN JOB DESCRIPTION</b>	
<b>Job Title:</b> Chief Building Official/By-Law Enforcement Officer	<b>Department:</b> Administration	<b>Division:</b> General Government
<b>Reports to:</b> CAO/Clerk-Treasurer		<b>Date:</b> March 31, 2022

### **POSITIONS SUMMARY:**

The Chief Building Official is responsible for ensuring compliance with provisions of the Ontario Building Code and all other relevant legislation and regulations while performing all aspects of the Building Department including efficient delivery of building inspections and septic inspections from the initial enquiry, examination of drawings and issuance of permits, through to compliance inspections and record keeping.

The Chief Building Official (CBO) is also appointed as a Municipal By-Law Enforcement Officer and may investigate complaints and enforce Municipal By-Laws. This position is full time 40hrs a week

### **CHIEF BUILDING OFFICIAL – MAJOR RESPONSIBILITIES**

- Responsible for the administration and enforcement of the Ontario Building Code and all other applicable legislation and regulations for the Township.
- Reports to the Chief Administrative Officer and is a member of the Senior Management Team.
- Ensures duties are performed with the expressed aim of protecting the Corporation from liability claims.
- Prepares and issues Building Department Activity reports to Council on a monthly basis.
- Oversees and ensures the preparation of various reports to the Ministry of Municipal Affairs and Housing, Statistics Canada and any other government agencies as required.
- Prepares the annual budget for the Building/By-Law Department and ensures sound operational financial planning and budgetary control and analysis in conjunction with the CAO/Clerk Treasurer.
- Performs other duties required by the CAO/Clerk Treasurer or/and Council which are in keeping with the basic purpose of this position.
- Issues Building Permits, Demolition Permits, Septic Permits, Conditional Permits, Occupancy Permits and issues various Orders and issues orders under the Ontario Building Code Act relating to building and sewage systems.
- Provides assistance and information to the public, designers and builders in areas where he/she is qualified concerning the requirements of the Ontario Building Code.


### **BUILDING PERMIT AND PLANNING APPLICATIONS**

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- Ensures that all development or improvements of property within the Township of South Algonquin are in compliance with the Ontario Building Code, the Building Code Act, Comprehensive Zoning By-Law, the Township’s Official Plan and other applicable legislation. -
- Receives and examines building permit applications to ensure completeness, the submission of proper drawings, specifications and other information necessary for the issuance of building/demolition permits.
- Issues building permits in accordance with the Ontario Building Code.
- Issues inspection reports or occupancy permits when all requirements for proper construction and all criteria required have been met and provides building permit information to the Municipal Property Assessment Corporation.
- Provides suggestions, recommendations and/or assistance to applicants to ensure compliance with the Building Code Act, Ontario Building Code, Official Plan, and applicable By-Laws.
- Works collaboratively with the Planning Department . and if any proposed building development requires an Official Plan Amendment or Minor Variance the CBO refers the applicant to the Planning & Building Administrator to work with the applicant.
- Coordinates and attends site visits related to building permit applications and where applicable, with the Planning & Building Administrator for planning applications under the Planning Act.
- Maintains records of permits issued, inspection reports, deficiency lists, orders issued and occupancy permits for all properties in the Township computer software system.
- Attends Committee of Adjustment meetings as a staff resource person.

**SEPTIC PERMIT APPLICATIONS**

- Inspects properties to determine the acceptability of information contained in applications for minor variances or for lot line adjustments, as they relate to existing and proposed sewage systems in accordance with the Act and the Ontario Building Code.
- Performs the inspection of existing and new On-Site Sewage Systems or malfunctioning septic systems under 10,000 litres per day and inspects (and re-inspects where necessary) sewage system installations to ascertain compliance with the permit and other requirements under the Act or Ontario Building Code. (Larger systems over 10,000 litres per day fall under the direction of the Ministry of Environment).
- Inspects properties prior to the issuance of a septic permit for the construction, installation, establishment, enlargement extension or alteration of a sewage system.


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- Receives and reviews septic permit applications to ensure submission of specifications and other information necessary for the issuance of a septic permit in accordance with Part 8 of the Ontario Building Code including the required fee.
- Issues septic permits in accordance with the Ontario Building Code.
- Reviews all planning documents to ensure compliance with provisions of the Act and Ontario Building Code relating to sewage systems.
- Investigates all verbal and written complaints of malfunctioning septic systems and if required utilizes the Ministry of Environment or Local Health Unit to enforce the rules and regulations of the Ontario Building Code to remedy unsafe conditions; undertake compliance counselling and preparation of reports for abatement action as it relates to existing and proposed sewage systems.
- Maintains adequate records of all documents and other materials used in performing the duties Part 8 of the Ontario Building Code.
- Prepares documentation necessary for prosecution activities relating to sewage systems under the Ontario Building Code Act and the Ontario Building Code. Administers proceedings relating to sewage systems pursuant to the *Ontario Building Code Act, S.O. 1992, c.P. 33*.
- Any other matters related to the administration or enforcement of the Act or Ontario Building Code relating to sewage systems.

**MUNICIPAL BY-LAW ENFORCEMENT**

- Enforces the Municipal By-Laws of the Township by issuing orders.
- Receives and investigates complaints regarding Township By-Laws using a high level of conflict management skills and discusses By-Law requirements with the people involved and attempt to reach an understanding and obtain voluntary compliance with the By-Law.
- Responds to complaints from local citizens, elected officials and businesses.
- Corrects problems when orders are not obeyed by arranging for required work to be done and invoicing the property owner.
- Appears in court and gives testimony related to the prosecution of By-Law offenders.
- Assists with the development and implementation of comprehensive Municipal By-Laws.
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- Maintains accurate electronic notes and records and provides reports as required and prepares and issues activity reports to Council on a monthly basis.
- Patrols throughout the Municipality and performs site visits as required.

**QUALIFICATIONS:**

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**EDUCATION AND TRAINING:**

- High School Diploma or equivalent experience.
- Certified Building Code Official (CBCO) designation.
- Successful completion of the Ministry of Municipal Affairs and Housing courses: Small Buildings, Plumbing All Buildings, Building Services, Building Structural, Complex Buildings, CBO Legal and Part 8 On-Site Sewage.
- Extensive working knowledge of the Ontario Building Code, Fire Code and Provincial Legislation, Regulations and Policies, as they relate to building and property.
- Experience with Provincial Offences Act(POA) and the prosecution process.
- Familiarity with all types of building material, construction and procedures.
- Ability to read and understand plans, blueprints and building construction drawings.
- Excellent interpersonal, project/time management, organizational, analytical and communication/written skills.
- Superior customer service skills.
- Demonstrated working knowledge of the Occupational Health and Safety Act.
- Must have and maintain a valid Ontario class G Driver's License and clean driver's abstract.
- Ontario Building Code and refresher courses as mandated by Ontario Building Code.
- WHMIS Training and Certification.
- Maintain current First Aid & CPR Training.

**EXPERIENCE:**

- Minimum of 3 to 5 years' experience in building and septic inspections and By-Law enforcement in a Municipal environment.
- Experience of good bookkeeping and record keeping practices.
- Basic working knowledge of general computer software programs relating to the job.
- Knowledge of Municipal By-Law and understanding of an official plan including but not limited to permit issuance, plan review and inspections.

**QUALITIES:**

- Ability to deal with various government agencies such as Department of Fisheries and Oceans, Ministry of Transportation, Ministry of Natural Resources, Ministry of Environment, Ministry of Labour, Workplace Safety Insurance Board, etc.
- Ability to manage staff and resolve problems with staff or contract personnel.
- Public relations and conflict management skills.

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- Demonstrated ability in communications and interpersonal skills.

**TOWNSHIP OF SOUTH ALGONQUIN**  
**CHIEF BUILDING OFFICIAL/BY-LAW ENFORCEMENT OFFICER**  
**JOB DESCRIPTION ACCEPTANCE**

I, \_\_\_\_\_ hereby recognize and accept  
the preceding duties and responsibilities as the incumbent of this position.

\_\_\_\_\_  
Employee/Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAO/Clerk

\_\_\_\_\_  
Date