

Township of East Zorra-Tavistock

Job Description

Chief Building Official

1. **Position Title:**

Chief Building Official

(also encompasses: Drainage Superintendent, Tile Drainage Inspector, Plumbing Inspector, By-law Compliance Investigator, Zoning Officer)

2. **Date Approved:**

April 2, 2003

Minor revision January 25, 2005 to reflect removal of By-law Enforcement components moved to Protective Services Coordinator

April 20, 2006 – CAO added requirements for Class “G” Drivers Licence

September 21, 2006 – CAO changed hours from 35 to 37.5

2009/11/23 – add H & S Section

3. **Reports to:**

Chief Administrative Officer (CAO)

4. **Purpose:**

- a. To provide a variety of inspection, advisory and enforcement services pertaining to legislation and municipal by-laws.

5. **Scope of Position:**

a. Chief Building Official

- i. All statutory inspection and enforcement functions under the Ontario Building Code, including required Orders

b. Drainage Superintendent

- i. Supervises the construction, repair and maintenance of all municipal drains in accordance with Ontario Drainage Act

c. Tile Drainage Inspector

- i. Inspects all work under the tile loan program and prepares Inspection/Completion Certificates and Rating By-laws
- d. Plumbing Inspector
 - i. Inspection and enforcement of Ontario Building Code, Part 7 (Plumbing)
- e. By-law Compliance Investigator
 - i. Designated as Provincial Offences Officer under legislation for inspection and enforcement of municipal by-laws
- f. Property Standards Officer
 - i. Designated as Property Standards Officer under legislation for purposes of enforcing Township Property Standards By-law
- g. Zoning Officer
 - i. Designated as Zoning Officer

6. Responsibilities:

- a. Chief Building Official
 - i. Required by legislation (The Ontario Building Code Act and Regulations) to enforce the Ontario Building Code Act by conducting physical inspection of buildings.
 - ii. Processes building permit applications (Ontario Building Code Act and Township by-laws); receives and reviews applications; discusses applications with property owners and/or their representatives; explains the content and intent of the Building Code
 - iii. Reviews building plans, conducts regular inspections, and/or directs Assistant Building Inspector in inspection procedures / requirements.
 - iv. Issues various Orders as required under the Code for non-compliance; prepares written orders, and documents the reasons for their issue.
 - v. Assists Fire Chief with respect to Fire Code inspections and enforcement.
 - vi. Prepares monthly written reports for Council, CMHC and Statistics Canada.
 - vii. Responds to lawyer inquiries concerning building, zoning and drainage

matters

- viii. Reviews all applicable by-laws, agreements, regulations prior to issuance of permits, including Nutrient Management policies
- ix. Maintains and updates records for Nutrient Management Plans
- x. Works in co-operation with Oxford County Board of Health with respect to septic system approvals
- xi. Approves release of security deposits

b. Drainage Superintendent

- i. Supervises the construction, maintenance and repair of all municipal drains under The Drainage Act, by site visits, response to complaints, and the hiring and direction of drainage contractors.
- ii. Prepares municipal drain maintenance budget as required by the Ministry of Agriculture, Food & Rural Affairs.
- iii. Reviews all drainage accounts to ensure costs are being allocated to correct property owners.
- iv. Acts as liaison with Council / ratepayer / engineer / contractor.

c. Tile Drainage Inspector

- i. Receives applications for tile loans; assists property owners with application submission and estimates of cost.
- ii. Inspects all tile drainage installations as required under the Tile Loan program.
- iii. Completes Inspection Completion Certificates as required by the Act.
- iv. Prepares draft Rating By-law as required by the Act on the basis of invoices received from property owners.
- v. Maintains tile loan records as required by the Act and maintains accurate documentation on each application.

d. Plumbing Inspector

- i. Reviews plumbing plans for compliance with regulations of the Ontario Building Code
- ii. Conducts on-site inspection of plumbing installations.

- iii. Issues various Orders as required under the Code for non-compliance; prepares written orders, and documents the reasons for their issue.
- e. By-law Compliance Investigator
- i. Provides support and investigative services to the By-law Compliance Manager
 - ii. Appointed a Provincial Offences Officer to enforce municipal by-laws
 - iii. Investigates By-law complaints as directed by the By-law Compliance Manager
 - iv. Completes/updates By-law compliance records, obtains information, takes photographs, reports findings to By-law Compliance Manager
 - v. Works with By-law Compliance Manager to develop compliance procedures and policies
 - vi. Attends Court to present evidence, give testimony
 - vii. Maintains accurate records of by-law compliance activities
 - viii. Issues tickets
 - ix. Maintains training and education in by-law investigative techniques, law of entry, etc.
- f. Zoning Officer
- i. Reviews and comments on all planning applications
 - ii. Discusses and clarifies planning rules and regulations with ratepayers, builders, developers, etc.
 - iii. Recommends policy and procedures to Council, Planning Department Staff and the CAO on planning and development matters
- g. Other
- i. Responsible for administration and liaison duties as they pertain to the foregoing responsibilities.
 - ii. Develops and recommends policy to Council on the performance of inspection and enforcement duties.
 - iii. Develops and recommends Development Control (Site Plan By-law)

Agreements to Council

- iv. Prepares Operating and Capital Budgets for areas of responsibility
- v. Reviews and recommends fees for areas of responsibility
- vi. Maintains an effective liaison with other staff and various Ministry representatives in the performance of responsibilities.
- vii. Uses good judgement in enforcement functions.
- viii. Maintains knowledge, skills and expertise at a high level by attending appropriate courses, training seminars, conferences and by selected reading.
- ix. Provides assistance and direction to other Township staff and departments with respect to facility inspections, maintenance and capital improvements of Township facilities
- x. Other duties as assigned and consistent with the other responsibilities set out in this job description.

7. Working Conditions:

- a. Nature and wide variety of duties places the position in a high public profile
- b. Some work is subject to strict deadlines
- c. Stress is a factor of the position because of the variety of duties and prospects of peak periods in certain seasons and because of the reality of conflict with citizens about inspection and enforcement
- d. Work is often performed in potentially hostile and emotional environments
- e. Physical risks exist on construction and drainage sites. Some work must be carried out in inclement weather.

8. Hours of Work:

- a. Thirty-seven and one half (37.5) Hours per Week
- b. Normal hours are 8:00 a.m. to 4:30 p.m. Monday to Friday.
- c. The nature of the position is such that interruptions can be expected on evenings and weekends to respond to emergencies
- d. Attendance at occasional meetings outside of the normal working day is required (Council, Committees, etc.)

9. Working Relationships:

- a. With Chief Administrative Officer
 - i. Receives assignments in response to citizen enquiries as well as direction and guidance when it is needed.
- b. With Mayor and Council
 - i. Provides information and advice as required.
- c. With Other Staff
 - i. Maintains harmonious relations, particularly with Roads/Public Works Manager, Fire Chief and Police Service members on inspection, investigation and enforcement functions.
- d. With Oxford County
 - i. Discusses zoning matters with County Planners; discusses potential pollution problems from building and drainage work with Health officials; co-operates with Court Officials regarding charges under The Provincial Offences Act.
- e. With External Agencies
 - i. Exchanges technical information on the inspection and enforcement of codes and by-laws with Engineers, Contractors, Lawyers, Consultants.
- f. With Staff of Various Ministries
 - i. Exchanges information on Codes, Legislation and programs that are the basis of the responsibility and authority.
- g. With the Public (and Media)
 - i. Explains the intent and content of Codes, Legislation and by-laws; provides information and assistance on programs; promotes self compliance with Codes and By-laws.

10. Knowledge and Skills:

- a. Knowledge of building construction and theory through technical training in engineering technology and survey techniques.
- b. Relevant responsible experience in building inspection and by-law enforcement.

- c. Good knowledge of Building and Plumbing Codes, Drainage and Provincial Offences legislation and procedures, the Township Zoning and other by-laws.
- d. Ability to interpret engineering and surveyors' reports.
- e. General working knowledge of municipal operations and the working of other departments.
- f. Good analytical, organizational and communications skills

11. Formal Education:

- a. Post secondary education - Community College or acceptable equivalent
- b. Certified with Ontario Building Officials Association as “Certified Building Code Official”
- c. Approved as Drainage Superintendent by Ontario Ministry of Agriculture, Food & Rural Affairs

12. Impact of Errors:

- a. Errors in judgement and the conduct of duties (many of which are statutory) could result in inequitable application of codes and by-laws; possible risk to public safety; possible lawsuit against the employee and the corporation, and/or costly insurance claims against the corporation.
- b. At minimum, errors would result in lost credibility and poor public relations.

13. Control:

- a. Township administrative policy administered by the Chief Administrative Officer. Work is governed to a large extent by legislation, codes and technical standards.

14. Licences and Certifications

- a. Must hold a valid Class “G” Drivers Licence

15. Health & Safety

- a. Works safely and in conformity with the Township Health & Safety Policies, Procedures and Guidelines. Uses protective equipment as directed. Participates in Health & Safety training and education exercises.