



## **Job Description – Chief Building Official**

January 2012 (approved by Council on July 3, 2012)

***This job description summarizes the responsibilities, qualifications, effort and working conditions and key performance indicators related to the position for someone to perform at a satisfactory level. This job description is not about the person but rather about the position. Certain individuals may be over or under qualified for this position. Certain individuals may over or under perform in this position.***

**Job Title:** Chief Building Official

**Report to Title:** CAO

### **POSITION DETAILS**

Position status: Full time

Department: Building Department

Pay method (Salary or Hourly): Salary

Group Benefits: Yes

Normal workweek: 35 Hour work week

Overtime: Must be preapproved by C.A.O.

On Call: No

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### **Organization Name Values/Vision/Mission Statement**

Township of South-West Oxford... A Welcoming, Safe, and Inclusive Rural Community For Life. Working together to proactively improve the well-being, safety and sustainability of South-West Oxford communities, through the delivery of high-quality, caring, accountable and responsive services.

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## **A – Responsibilities (includes accountabilities)**

***To perform this job satisfactorily, an individual must be able to perform each of the responsibilities listed successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these responsibilities.***

### **1) Scope of Position**

- Review building permit applications.
- Issue building permits.
- Inspect buildings during construction.
- Guide and support the public during the permit process.
- Answer questions and liaise with the public during permit process.
- Assist with zoning inquiries.
- Act as the Township's Zoning Officer.
- Collaborate with and support enforcement staff on property standards issues.

### **2) Key Responsibilities**

- Provide exceptional customer service
- Review applications, plans, calculate minimum distance separation calculations, nutrient management strategy approvals, review zoning and any other applicable laws/requirements before issuing any permits.
- Inspect structures during construction to ensure the building code is adhered to. Inspect new sewer and waterline connections.
- Respond in a timely manner to zoning inquiries and enforce zoning infractions.
- Complete lawyer requests regarding property zoning compliance and outstanding work orders.
- Attend committee meetings for policy development related to The Township's Building Services as required, attend committee meetings for strategic planning visioning.

#### **2A *Operations and Program Delivery***

- Zoning requests - clear direction and advice.
- Plans review - building site plans - stamp approval.
- Issuing permits - building, signs, septic, sewer and water.
- Inspections - for all issued permits.
- Reports - Council and budgets - prepare and maintain.

#### **2B *Human Resources***

- Directly supervises 1 full-time employee (Drainage Superintendent/Building Inspector).
- Does not indirectly supervise employees.

#### **2C *Material Resources***

- Municipal vehicle for work related transportation (daily).
- 2-way radio - contact with office and public works department (daily).

- Computers, cell phone and normal office equipment (daily).
- Responsible for making recommendations for new/updated policies and standard operating procedures for the Township's Building Services Department and enforcing same.

**2D Information Resources**

- Management of all property files; blueprints and surveys.
- Safe maintenance/storage of all permitting information; i.e. building applications, septic approvals, sewer approvals, water approvals, etc.
- Ensuring that Copy Right is handled according to copy right laws.
- Hold all permit applications in a confidential manner until a building permit is issued.
- Review all property files before allowing access to the public.
- All information received as an application before a building permit is issued, is considered confidential.
- Zoning inquiries and possible change of use applications.

**2E Spending, Budgets and Internal Control**

- Safety supplies for the Building Department.
- Investing decisions - recommend only.
- Establish an annual revenue and expense building department budget.
- Internal control - not to exceed budget in building department. Revenue generation from permit fees pays for budgeted items.
- Spending limit \$5,000 within budget guidelines

**2F Health & Safety**

- Everyone at the Township of South-West Oxford has a responsibility to work in a healthy and safe manner and to follow all Township Health and Safety Guidelines (policies and procedures)
- Responsible for monthly inspection of fire extinguisher in the C.B.O. vehicle according to health and safety guidelines.
- Responsible for quarterly inspection of the first aid kit in the C.B.O. vehicle according to health and safety guidelines.

**2G Other**

- Other duties as assigned.

**3) Key Relationships To Be Managed**

*External*

- Board of Health (Weekly).
- Long Point Conservation, Catfish Creek Conservation and Upper Thames Conservation Authorities (Monthly).
- County Planner (Weekly).
- Builders and contractors (Daily).
- Engineers (Weekly).
- Ministry of Housing (Monthly).

- Statistics Canada - (Monthly).

*Internal*

- Work's Superintendent - access permits for new laneways (Weekly).
- Treasurer – department finances & budget (Weekly).
- CAO - requests from Council, information and reports (Weekly).
- Clerk – processing of planning applications (weekly)
- Drainage Superintendent - drainage issues affecting building permits (Weekly).

*Public Relations*

- Must act as an ambassador for the Township
- Communication between the Building Department and the public on building related issues and zoning requests.

**4) Creativity**

- Research on available grants, ideas and information requested by Council.
- Utilization of software to streamline building processes and Township internal processes.

**5) Autonomy**

- Work independently and with other staff on a daily basis.
  - Control day to day operation of running the Building Department, reporting to Council, spending and preparing a yearly budget related to Building Department.
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## **B – Qualifications**

***The qualifications in this section include the competencies required to satisfactorily perform the responsibilities listed. Candidates may not possess the exact qualifications listed but have a reasonable equivalent usually through experience as approved by the CAO.***

**1) Formal Education and Training**

**Diploma/degree/certificate**

- Examination requirements for Chief Building Official and Inspections
- Examinations - legal/process - successfully complete all technical exams and courses
- Categories of Qualifications - 11 categories
- Community College – CET, Architectural Technology, etc.

**Professional designation/certification**

- CBCO - Certified Building Code Official
- BCIN Building Code Certification Number

- Qualified in Legal Powers and Duties of a CBO

**License**

- Valid Class G Drivers License
- CBCO & BCIN (qualified in legal)

**Other systematic formal instruction**

- Health & Safety Level 1 & 2.
- Energy efficiency training, zoning, planning and zoning administration.
- WETT - Wood Energy Technology Transfer
- Certified for woodstoves, fireplaces and wood furnaces

**2) Ongoing Personal Development**

- Maintain the CBCO certification Ministry of Housing courses (assigned points).
- Code update courses are ongoing and recertification exams are provided by the Building Development Branch - Ministry of Municipal Affairs.

**3) Work Experience**

- At least 3-5 years of work experience

**4) Decision Making Authority and Judgment Skills**

- Zoning concerns and requests- type of building and use of a building proposed for erection or alteration. Judgment of compliance with zoning.
- Comment on minor variance applications.
- Issuing of Building Permit, septic, water and sewer connection permits, etc., when applicant has submitted a complete application.
- Strong understanding of the application of development charges, credits, and exemptions.

**5) Problem Solving Skills**

- May require other approvals prior to issuing a building permit; i.e. MTO, Conservation Authority, Board of Health, County Road entrance permits, environmental, Nutrient Management Plans, Township Site Plan etc.

**6) Interpersonal and Communications Skills**

- Positive Attitude
- Sustains Relationships
- Cooperates with others
- Mature/Good judgment/Trustworthy
- Teamwork
- Conflict resolution
- Develops trust with all stakeholders
- Speaks truthfully
- Listens

**7) Leadership skills**

- Understand business
- Provides direction, sets standards and defines expectations
- Shows initiative
- Motivates, mentors and inspires staff
- Demonstrates integrity and honesty
- Shows flexibility
- Commands respect

**8) Personal Organization and Time Management Skills**

- Ability to multi task
- Independently sets goals, objectives and priorities
- Efficiently manages time and priorities
- Follows through to ensure timely completion of tasks
- Works to ensure thoroughness and accuracy in completion of tasks
- Handle fast pace and many interruptions
- Quick learner
- Delegates

**9) Other Required Skills (practiced ability) not already listed above**

- Computer equipment
- Reasoning
- Critical thinking
- Analysis
- Manage people
- Planning
- Various other technical

**10) Required Knowledge (familiarity gained through experience) not already listed above**

- Requires a high degree of knowledge.

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**C – Effort & Working Conditions**

**1) Physical Effort and Environment**

- Low physical effort in a pleasant environment (office - most mornings).
- Low physical effort driving and conducting inspections in the afternoon.

**2) Mental Effort and Environment**

- High mental attention and concentration required in medium stress environments.
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**D – Key Performance Measures**

- Building and demolition permits are to be issued within the timeframes as set by the Ontario Building Code.
- All inquiries will be responded to within one (1) business day.
- Lawyers’ letters, zoning requests etc. Will be responded to within three (3) business days of receipt by the Building Department.
- Requests for inspections will be dealt with within one (1) business day.
- Staff reports to be submitted by noon of the Wednesday prior to Council meeting date.
- Performance evaluations are to be completed in accordance with the Township’s pay administration policy.

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**E – SIGN OFF**

Job Description reviewed by CBO.

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CBO

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_  
                  CAO Mary Ellen Greb