

JOINT BUILDING COMMITTEE

*Sewing the Municipalities of Burk's Falls, Joly, Machar,
Ryerson, South River, Strong and Sundridge*

JOB DESCRIPTION

Deputy Chief Building Official/Building Inspector

Reports To: Manager of Building Services/Chief Building Official

Supervises: Nil

Department: Building (Non-Unionized)

Position Overview:

Working under the direction of the Chief Building Official, the Deputy Chief Building Official/Building Inspector is responsible for ensuring compliance with the provisions of the Ontario Building Code and other relevant legislation and regulations. Performs all aspects of the Building Department including: reviewing building permit applications, plans, drawings and specifications for conformity with all applicable regulations, conduct site inspections to ensure that construction meets appropriate standards and approved plans, issue orders as necessary and maintain accurate reports, records and files.

A. KEY ROLES AND RESPONSIBILITIES

1. In the absence of the Manager of Building Services/CBO, and where authority has been temporarily transferred by the Manager of Building Services/CBO, assumes responsibilities of the Chief Building Official for the Joint Building Committee with all duties and responsibilities as set out in the *Ontario Building Code Act*.
2. Ensures that the responsibilities under the *Ontario Building Code Act*, Municipal By-laws and all other relevant Government legislation and regulations are met. This is applicable to the review of drawings for ground related residential dwellings, small and large buildings, and the corresponding issuance of permits and associated inspections of the buildings, plumbing, HVAC and septic systems.
3. Responsible for the review of drawings and technical documents with a recommendation made to the CBO pertaining to the issuance of permits ensuring compliance with the Ontario Building Code and other applicable laws and Municipal By-laws.
4. In the absence of the Chief Building Official, acts as an advisor or resource person on matters dealing with buildings, inspections and safety.

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5. Under the direction of the CBO, works collaboratively with the Fire Department, Public Works, Planning Department, By-law Enforcement Department and other Departments on Planning Act applications and/or building related matters.
6. Responds to inquiries from the general public, developers, consultants, businesses and staff for information on building processes and status of applications and other related information.
7. Conducts research and prepares technical reports and studies on building related matters, as assigned.
8. Calculates and prepares receipts for payment on building permit applications.
9. In the absence of the CBO, attends Council Meetings, Committee Meetings, and other building related meetings, as required.
10. Represents the Municipalities with the other public sector partners and/or private sector partners associated with the building sharing network.
11. Performs other duties as assigned, in accordance with Departmental, Divisional or Corporate objectives.
12. Performs duties as assigned in accordance with the Municipalities Municipal Emergency Plan.

B. SKILLS AND QUALIFICATIONS

1. Minimum of three (3) years of experience in a Municipal Building Department.
2. Successfully completed the Ministry of Municipal Affairs & Housing courses:
 - a. CBO Legal
 - b. House
 - c. HVAC House
 - d. Plumbing – all buildings
 - e. Building Services
 - f. Small Buildings
 - g. Large Buildings
 - h. Complex Buildings
 - i. Building Structural
3. Qualified and registered with a BCIN from the Ministry of Municipal Affairs & Housing.
4. Excellent working knowledge of the Ontario Building Code and regulations, with the ability to interpret blue prints and construction drawings.

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5. Demonstration of excellent interpersonal communications, customer service, organizational/time management, analytical, research and report writing skills.
6. Excellent interpersonal, organizational and communication (oral & written) skills as interaction is with a variety of individuals both inside and outside of the JBC. Communication with staff, government agencies, consultants and the public may involve complex and detailed exchanges.
7. Sound judgement, excellent analytical and decision-making skills.
8. Thorough working knowledge of Microsoft Office, digital plans review and other property management software/programs.
9. Possession of a valid Drivers' License and access to a personal motor vehicle if case required to conduct business.

Must be able to work after normal business hours to attend Council/Committee Meetings or when necessary to meet deadlines and/or deal with major events such as the activation of the Municipality's Emergency Plan.

C. WORKING CONDITIONS

1. The Deputy Chief Building Official/Building Inspector will split their time in a comfortable office environment, however, the incumbent during a typical work week will spend the majority of their time conducting site visits/inspections and as such exposure to outdoor seasonal conditions, varied topography, outdoor settings, construction sites, etc. will be experienced. The position requires a high level of activity and output with year-round deadlines.
2. Considerable opportunity exists for stressful interaction with members of the public who may be referred to this position seeking resolution of outstanding matters or enquiries related to building information.
3. Judgement and reasoning are required to interpret the Ontario Building Code, and during field inspections.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The JBC reserves the right to amend this position's job description any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Wages Range: \$36.00/hour to 43.00/hour – Fulltime Permanent

Regular Work Week: Monday to Friday - 37.5 hours/week