



Township of Ignace
34 Highway 17 West, PO Box 248, Ignace, ONTARIO P0T 1T0
Phone: 807-934-2202 Fax: 807-934-2864
ignace.ca

POSITION: Chief Building Official / By-Law Enforcement Officer

DEPARTMENT: Building and Planning

LOCATION: Township Office - 34 Highway 17 West, Ignace, ON, P0T 1T0

REPORTS TO: Chief Administrative Officer/Clerk

CLOSING DATE: 4:30 pm CST, April 3, 2020

PURPOSE

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 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 By-Law Enforcement Officer and may investigate complaints and enforce municipal by-laws.

RESPONSIBILITIES

Administration

- Reports to the Chief Administrative Officer/Clerk (CAO/Clerk) 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.
- Responds to general inquiries.
- In conjunction with the CAO/Clerk and Treasurer, prepares the annual budget for the Building/By-Law Department and ensures sound operational financial planning and budgetary control and analysis.
- Discharge of other duties and responsibilities as may be assigned from time to time by the CAO/Clerk or Council.

Building Permit and Planning Applications

- Ensures that all development or improvements of property within the Township of Ignace are in compliance with the Ontario Building Code, the Township's current Comprehensive Zoning By-Law and Official Plan and other applicable legislation.
- Receives and examines building permit applications to ensure submission of proper drawings, specifications, including building envelopes, and other information necessary for the issuance of a building permit.
- Issues building permits in accordance with the Ontario Building Code.
- Issues occupancy permits when all requirements for proper construction 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 Ontario Building Code, Comprehensive Zoning By-Law and Official Plan.
- Works collaboratively with the Planning Administrator to advise applicants if any proposed building development requires an Official Plan Amendment, Zoning By-Law Amendment or Minor Variance and refers the applicant to the Planning Administrator to work with the applicant.
- Coordinates and attends site visits related to building permit applications when and where applicable, as per governing legislation.
- 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.

By-Law Enforcement

- Enforces the by-laws of the Township
- Receives and investigates complaints regarding Township By-Laws using a high level of conflict management skills.
- Issues tickets in accordance with the Provincial Offences Act, and attend court proceedings to represent the Township when required.

HOURS OF WORK

Normal hours of work are 8:00 a.m. to 4:30 p.m., Monday to Friday. Extra time may be required to complete tasks and meet deadlines, etc. during certain times of the year. Overtime shall be accumulated in accordance with Township policy and approved by the CAO/Clerk.

WORKING CONDITIONS

Work is generally performed in a normal office environment. The nature and variety of duties place this position in a high public profile. Stress is a factor due to close interaction with the public regarding conflicts concerning inspections and by-law enforcement.

Work is performed in regular outdoor construction conditions, including operations that extend into inclement weather.

Occasional work may be required on weekends to attend meetings, or otherwise.

EDUCATION

- BCQ (Building Code Qualified) or CBCO (Certified Building Code Official) designation as provided by the Ontario Building Officials' Association
- Successful completion of the Ministry of Municipal Affairs and Housing courses: House 2012, Plumbing House, HVAC House, Small Buildings, Plumbing All Buildings, Building Services, Building Structural, Large Buildings, Complex Buildings and CBO legal.

KNOWLEDGE AND SKILL

- Minimum of five (5) years' experience in building construction, including Ontario Building Code enforcement in a Municipal environment.
- Demonstrated management experience and understanding of local government.
- Excellent interpersonal, project/time management, organizational, analytical, and verbal and written communication skills.
- Superior customer service skills.
- Demonstrated working knowledge of the Occupational Health and Safety Act.
- Proficiency in the Office Suite of products or equivalent.
- Valid Ontario Class G Drivers' License and clean driver's abstract.