



Centre Wellington

**Township of Centre Wellington
Position Description
Building & Development Services Department**

BUILDING OFFICIAL II

Department	Building & Development Services Department
Position Title	Building Official II
Reports To:	Chief Building Official
Location	Civic Administrative Centre - Elora
Approved Date	December 2017

PURPOSE OF POSITION

To affirm Centre Wellington's municipal obligations of protecting the public from undue health, hygiene and safety risks that are caused by improperly designed and constructed buildings.

OVERALL SCOPE OF POSITION AND CONTROL OF CORPORATE RESOURCES

Overall Scope of Position

Work is subject to policy direction. It requires independent thinking to apply legislation, codes, by-laws and regulations that govern building and development services effectively. The position requires the full range of official municipal building qualifications to contribute to public safety, health and hygiene in a building environment

Control of Corporate Resources

People [Human Resources]

Mentors technical and administrative staff by providing leadership and guidance.

Finance

Responsible for effective risk management, liability control and due diligence.

Material and Information

Responsible for proper use of documentation and equipment.

Major Responsibilities

- Performs all aspects of the Township's Building Division services. Involves the application of legislation, codes, administrative protocols, design review, investigation, inspection and enforcement to residential buildings within the Municipality of Centre Wellington.
- Responsible for fulfilling statutory, operational and advisory duties associated with building and development services.
- Responsible for connecting building code requirements to zoning, site plans, building design, construction, renovations, repairs, alterations, additions, improvements and demolitions.
- Conducts the process for reviewing building permit applications and preparing for issuance and for setting out schedules for mandatory and requested inspections.
- Engages in research, plan and design specification reviews, site inspections, documentation and reporting for all categories of buildings and their uses.
- Enforces/Administers Township by-laws including, but not limited to, property standards, zoning, signage, etc.
- Places special emphasis on compliance problems. Provides remedies to fix unsafe and unhealthy buildings.
- Researches and recommends and/or issues occupancy permits as well as orders to comply, stop work and to secure unsafe and unhealthy buildings.
- Keeps pace with trends and issues in the building industry and its relationship with municipal government, i.e. materials, methods, technology
- Assists with preparation of information for prosecution of violations and gives expert evidence in court proceedings.
- Conduct field inspections from time to time as required.
- Contributes to the development of policies and practices that are needed for Centre Wellington's consistent, reasonable, balanced approach to economic development, public safety, planning, public works and other community services.
- Researches methods for improving public health and safety in building within the framework of legislation, codes and by-laws. Recommends changes and improvements that benefit building and development services.
- Communicates complex technical information about residential buildings and their uses in ways that can be clearly understood by the general public.
- Works closely with corporate staff, especially those in planning, public works and those engaged in corporate administration, finance and economic development.
- Represents the corporation in its relationship with the general public, builders, developers, their representatives, home handypersons, consultants and others with routine interest in municipal building, development and planning activities.
- Responsible, as an employee, for proper occupational health and safety practices.
- Maintains skills and knowledge at a high level by taking training and development through courses, seminars, workshops and selected reading.
- Provides exceptional quality customer service at the front counter, telephone, through electronic communication, etc.
- Supports efficient Building Division services by backfilling the Permit Clerk as required due to vacations, absences, volume of work, etc.
- Perform other related duties that are assigned by the Chief Building Official.

Position Requirements

Education

- Successful completion of the three year program in architectural or engineering technology from an accredited college of applied arts and technology or acceptable equivalent.
- Provincial Certification of Qualification in Code Proficiency.
- Successful completion of the following provincial building qualifications: General Legal, the House, Plumbing – House, Small Buildings and Large Buildings. Additional qualifications toward full code proficiency and certificate of qualification would be an asset.
- Possession of the Ontario Building Officials Association CBCO designation, or substantial completion of OBOA requirements towards CBCO designation.

Experience

- Five (5) years of progressively responsible experience in building code enforcement.

Job Skills

- Ability to translate action into correct and complete documentation.
- Ability to communicate and utilize influence and persuasion skills with the public
- Must possess a valid Class 'G' Driver's License and maintain a clean driver's abstract.

Effort

Mental

- Ability to juggle priorities and complete assignments that are complex and varied.

Physical

- Eye, hand, brain coordination with periods of high concentration and intensity. Applies judgment to problems arising from building problems in a variety of large and complex building projects. Blends theoretical knowledge with practical know how without compromising building standards.
- Decision making involves applying rules fairly to all situations.

Interpersonal Skills and Contacts

- Establishes and maintains strong work relationships with councilors and staff, notably Fire, Health and Safety, Planning, Engineering and Public Works. Establishes courtesy and cooperation with administration and finance employees.
- External contacts include the general public, builders and developers, contractors, and /or their representatives and others with a direct interest in building, development and planning functions.

Working Conditions

Environment

Municipal office conditions combines with work at building sites which involves exposure to physical hazards and inclement weather.

Frequent meetings with staff, the public and industry representatives.

Potential for having to handle tense and disruptive situations when dealing with controversy and disputes.

Control Over Work Schedule

Work is subject to periods of high volume and intensity associated with the complete spectrum of building assignments.

This is a reasonable statement of the requirements of this position.

Prepared by Date

Incumbent Date

Building Official II Date

Chief Building
Official Date