



Township of Essa Job Description

Position Title: Deputy Chief Building Official - October 2024

Reports to:	CBO	Last Revision Date:	October 2024
Department:	Building	Supervise staff or assign work (lead hand) or no HR responsibility?	Yes
Location:	Municipal Office	List all positions directly supervised:	Building Inspector, ARU Official
Standard weekly hours per employment agreement:	35	List of all position indirectly supervised:	Building Inspector, ARU Official
Position Status (FT, PT, Seasonal, Student, Contract, Volunteer)	Full time	Pay Band #:	
Pay Method: (Salary or Hourly)	Salary	On Call (Yes reference to details)	No
Overtime (Eligible? Weekly Threshold?):	Unpaid, 1.5 hours off for each hour worked in excess of 44 hours/wk, subject to CBO's approval	Eligible for all staff group benefits? (yes/no)	Yes
		If eligible for some describe which:	
		Eligible for OMERS? (yes/no)	Yes

Scope (Purpose) of Position:

Implement and enforce the Ontario Building Code and the Building Code Act to ensure structures are sound and occupants safe. Perform the duties of a Building Inspector and serve as the CBO when the CBO is absent and has delegated authority to this position/individual. Assist with property standards enforcement in coordination with the Property Standards Officer.

Important Responsibilities Common to all positions (Leave as is, do not add.)

- Have a good understanding of standard Township operating procedures.
- Be familiar and comply with the provisions of the *Occupational Health and Safety Act* and its regulations, and the Township's Health and Safety Policies and Procedures.
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Report unsafe acts or conditions to their supervisor or the Health and Safety Committee Representative.
- Report any occupational injury or illness immediately to their supervisor.
- Use personal protective equipment where required.
- Demonstrate teamwork and a strong sense of customer service.
- Perform other duties as assigned.



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Key Result Areas (specific to position)	Duties (specific to each Key Results Area) (If list of tasks appropriate refer & attach)	Success Indicators (Key Performance Indicators)
<p>Ontario Building Code and the Building Code Act</p>	<ul style="list-style-type: none"> • Responsible through an Appointment By-law of Council, for the processing and review of all permit applications relating to building, plumbing, pools, signs, and septic systems and for the issuance of all permits and their appropriate inspections under the appropriate by-laws and regulations. • Monitor and ensure mandatory time frames for completeness of permit applications, permit issuance, inspections and reporting are within the prescribed time frames as mandated by the Ontario Building Code and Building Code Act. • Issue Notices of Violation, Orders to Comply, Stop Work Orders, Emergency Orders, Unsafe Orders and Occupancy Permits. • Provides technical comments on building-related matters. • Provide information and work with other authorities such as NVCA, ESA, MOE, etc. 	<ul style="list-style-type: none"> • Reviews Building Permit applications to prepare permits for issuance within 10 days • Able to issue Orders effectively as required • Able to answer questions in a courteous and helpful fashion
<p>Administration</p>	<ul style="list-style-type: none"> • Review and approve building plans, ensuring compliance with local building codes, zoning regulations, and safety standards. • Reviews applications for building permits, septic approvals, pools and fences, signs, and water and sewer connections in accordance with the requirements contained in the Ontario Building Code Act, the Township's Building and Plumbing By-law, and other municipal by-laws and policies; and prepare such applications for issuance. • Carries out building and septic inspections. • Prepares and enters inspection notes into files and/or the established software program of the Municipality. • Keeps the CBO/Manager informed on a regular basis. • Responds to inquiries/complaints and/or liaises with development/building community, internal departments, 	<ul style="list-style-type: none"> • Able to review Building Permit applications for compliance with the Ontario Building Code • Able to carry out inspections as required • Able to coordinate permit issuance and inspections with other staff • Writes reports on changing legislation • Works well with staff of other departments



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	<p>other governmental departments, residents, elected officials, legal counsel, etc.</p> <ul style="list-style-type: none"> • Keeps abreast of legislation impacting building. • Completes property compliance letters regarding work orders, compliance contravention and outstanding building matters. • Inspects water meter installations and takes water meter reads or turns on or off water valves at dwellings or other buildings when required. 	
<p>Property Standards and By-Law Enforcement Assistance</p>	<ul style="list-style-type: none"> • Assist enforcement of Property Standards and relevant Township By-laws (i.e. Zoning) in coordination with the Property Standards Officer. • Administer other municipal permit processes such as pool and fence permits. 	<ul style="list-style-type: none"> • Assists and coordinates enforcement with other staff in an effective manner
<p>Other details of the position</p>		
<p>1. Describe the type of problems this position may have to solve. Resolving Building Code violations and disputes concerning Building Code interpretation on a frequent basis.</p>		
<p>2. Describe the type of decisions this position may have to make. Some creativity required as encouraged to make suggestions regarding Building Code compliance.</p>		
<p>3. List the non-supervisory business relationships that come with the position. Work directly with: Nottawasaga Valley Conservation Authority, TARION, Ontario Building Officials Association, MPAC, Electrical Safety Authority, Ministry of the Environment, Simcoe Health Department, Simcoe School Board, Technical Standards and Safety Authority, Canadian Standards Association and professionals such as Councillors, Lawyers, Real Estate Agents, Architects, Engineers, Designers, Septic Installers, Fire Chief(s), Developers, Builders, Site Supervisors, Contractors, Suppliers and homeowners.</p>		
<p>4. Any responsibility for material resources required by the position? If so list. Cell phone and computer equipment; Township trucks; Personal safety equipment.</p>		
<p>5. Any responsibility for information resources required by the position? If so list. Responsible for building inspection data entry. Required to be familiar with the OBC, Property Standards and Zoning By-law.</p>		
<p>6. What is the spending limit for purchases of the position? None.</p>		



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7. Any budget involvement? If so explain
None.

Expected Behaviours of the position (same for all positions)

	Requirement for Position			
	Not Required	Basic Level	Intermediate Level	Advanced Level
1. Communication				
(a) Written communications			X	
(b) Oral communications one-on-one or in small groups			X	
(c) Large group presentation		X		
(d) Positive demeanor				X
(e) Negotiation/Mediation			X	
2. Stakeholder Contact				
(a) Knowledge of the services provided				X
(b) Professional manner in dealing with stakeholders			X	
(c) Customer focused orientation (can do)			X	
(d) Build strong relationships			X	
(e) Continually improve service			X	
3. Leadership				
(a) Develop a business or strategic plan (planning)	X			
(b) Convince others to buy into our vision or a change	X			
(c) Translate the strategy & plan into action & results	X			
(d) Flexible & adaptive (open to new ideas)			X	
(e) Innovate			X	
(f) Think critically – Think independently			X	
(g) Tolerant (diversity)		X		
(h) Empathy			X	
(i) Confidence			X	
(j) Active listening			X	



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4. Supervisory				
(a) Coach & mentor		X		
(b) Empower & delegate	X			
(c) Manage job performance (give continuous corrective feedback)		X		
(d) Discipline and tough decisions as appropriate	X			
(e) Manage succession planning	X			
(f) Create and manage personal development plans for reports		X		
5. Teamwork				
(a) Work effectively with team members who have a variety of skill levels			X	
(b) Build & sustain internal relationships			X	
(c) Champion collaboration within the team			X	
(d) Accept all feedback (superiors, pers & subordinates)			X	
(e) Respect authority			X	
(f) Resolve conflict & difficult people			X	
6. Working Skills				
(a) Manage workload and meet deadlines (time management)		X		
(b) Deliver results (work ethic)		X		
(c) Manage stress		X		
(d) Manage quality of own work (attention to detail)		X		
(e) Ethics & integrity			X	
(f) Autonomy (independent action)		X		
(g) Creativity (originality and independent thinking)			X	
(h) Organization including project management			X	

Qualifications

Formal Education & Training:

3 year College Diploma in a building-related program. University degree and Engineer in Training (EIT) or College program for CET an asset. Registered as an Inspector with the Ministry of Municipal Affairs & Housing. Sewage System Inspector certification with the Ministry of Municipal Affairs & Housing. Courses in plumbing, HVAC, legal and large buildings.



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Required in house training:

Computer tracking and GIS software.

Work Experience:

3 years experience working in a municipal setting preferred.

Specific Technical & Sector Skills required:

Class G Driver's License required. Thorough knowledge of the Ontario Building Code Act, the Municipality's Building and Plumbing By-law and the Property Standards By-law. Carries out responsibilities using a variety of computer equipment and software programs.

Physical Skill & Effort and Working Conditions

Regular use of one physical skill with some time pressure to complete a task and moderate physical exertion.

Mental Skill & Effort and Working Conditions

Moderate mental skill, effort and judgement required. Requirement for attention to detail to designs as errors have a significant effect. Technical responsibilities to oversee building operations.

SIGNATURES / APPROVALS	Date	Signature
Incumbent:		
Department Head: Pedro Granes		
Chief Administrative Officer: Michael Mikael		