



TOWNSHIP OF BECKWITH

JOB DESCRIPTION

JOB TITLE: Chief Building Official (CBO)/Building Inspector
/ By-law Enforcement Officer

REVISED: June 2018

DEPARTMENT: Building

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DIVISION Building

DIRECTLY RESPONSIBLE TO: Chief Administrative Officer

MAIN PURPOSE:

Fulfills statutory duties and responsibilities of Chief Building Official and Inspector within the Township; issues permits and conducts building inspections (primarily residential) in accordance with the Ontario Building Code and other related acts and regulations; enforces municipal by-laws related to property, buildings and other by-laws as assigned.

KEY RESPONSIBILITIES:

1. Establishes operating policies for enforcement of the Building Code Act (BCA), Ontario Building Code (OBC) and the municipal Building By-Law within the Township.
2. Coordinates issuance of permits and oversees the enforcement of the BCA/OBC. Exercises powers and performs duties of the CBO and Inspector under the BCA/OBC with respect to properties, primarily residential.
3. Conducts site inspections of properties to ensure compliance with permits issued, applicable law and related requirements.
4. Reviews permit applications, building plans, drawings and specifications (primarily for residential buildings) to ensure compliance with the Ontario Building Code and other applicable laws (federal, provincial, municipal, agencies, etc.), matching permit specifications contained in agency clearance letters with permit application details, advising applicant of concerns.
5. Provides advice to landowners, peers and agency representatives regarding building potential and limitations. Assists in finding alternate methods of construction while adhering to standards.
6. Within limits of certification held, issues building permits and releases associated approvals required in the processing thereof.
7. Enforces municipal bylaws related to the Building Code Act, Ontario Building Code, Planning Act and other by-laws as assigned.

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8. Advises the CAO of the need to engage specialist CBOs and/or Inspectors to conduct inspections and approvals for buildings when unauthorized or otherwise unable to do so.
9. Prepares reports and correspondence and submits monthly reports, including Stats Canada reporting.
10. Maintains accurate records, including detailed field notes, tracking status of applications and permits to ensure compliance with prescribed timeframes.
11. Provides technical advice to the Planning Administrator and to members of the public on matters pertaining to building (primarily residential) and BCA/OBC compliance.
12. Maintains working relationship with building community, agencies, staff and the general public.
13. Other related duties as may be assigned from time to time by the Clerk Administrator which includes building maintenance.
14. Attends Council or committee meetings, as required.

DECISION MAKING

- Job requires judgement in applying standards.

EFFORT

- Job involves mental and visual concentration.
- Job requires considerable travel.
- Normal workweek –40 hours

EDUCATION/EXPERIENCE/SKILLS TRAINING

Current certification as required of a CBO and a Building Inspector for primarily residential buildings (CBO Legal, Small Buildings, House, HVAC, Plumbing House) (Large/Complex Building certification not required).

- Valid driver's licence is a requirement.
- Experience in construction in a Municipal Environment an asset.

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INITIATIVE/CREATIVITY

- Initiative and creativity are both important in this position.

WORKING CONDITIONS:

- May be subject to inclement weather conditions while conducting site inspections.