

# The Township of Huron-Kinloss

## POSITION DESCRIPTION

Position Title: Manager of Building & Planning Services /Chief Building Official			
Reports to:	CAO	Last Revision Date	February 2023
Department:	Building & Planning	Positions Supervised:	By-law Enforcement Officer
Position Status:	Full Time	Job Grade:	
Nature and Scope of Position:			
<p>The main responsibilities of the Manager of Building &amp; Planning Services/Chief Building Official are to ensure compliance with and enforce the Ontario Building Code and the Property Standards Code, respecting the safety of buildings with reference to public health, fire protection, and structural sufficiency. Enforces all relevant by-laws. The Manager of Building &amp; Planning/CBO will represent the Township and act as the Zoning Administrator for enforcing and administering the provisions of the Zoning By-Law.</p>			
Key Result Areas	Major Responsibilities		Success Indicators
Building & Planning Services	<ul style="list-style-type: none"> <li>Performs the statutory duties of the Chief Building Official.</li> <li>Directs, monitors and provides consistent and professional building, plumbing and heating approval/inspection services to ensure building code compliance.</li> <li>Develops, compiles and maintains computer records for the operation and monitoring of building inspection services.</li> <li>Manages the contract for administration and enforcement of Part VIII Environmental Health Program (Septic Systems).</li> </ul>		<ul style="list-style-type: none"> <li>Building permits are issued in a timely manner and in accordance with the Ontario Building Code requirements</li> <li>Accurate reports are maintained, both in the Building software and in</li> </ul>

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	<ul style="list-style-type: none"> <li>• Manages the contract for the Septic System Inspection Program.</li> <li>• Reviews plans, issues building and plumbing permits and zoning compliance letters.</li> <li>• Provides suggestions and assistance for gaining compliance.</li> <li>• Acts as the Zoning Administrator, responds to public &amp; agency inquiries</li> <li>• Responsible for the administration of the Township's Official Plan &amp; Zoning by-law including recommending and leading updates.</li> <li>• Provides advice to the Council with respect to Planning Matters and the Committee of Adjustment.</li> <li>• Ensures accurate property, building, zoning, mapping and planning information are developed and maintained.</li> <li>• Manages planning applications with the Clerks department providing administrative support and consults with County Planners and agencies.</li> <li>• Oversees the implementation of Source Water Protection for the Municipality according to the Clean Water Act of 2006.</li> <li>• Collaborates with the Chief Administrative Officer on all aspects of residential, commercial and industrial development in compliance with approved Engineering Development Standards, related to Master Plans, the Official Plan and best practices.</li> <li>• Participates in the development of Sub Division agreements in collaboration with the CAO and enforces the related departmental provisions of these agreements.</li> </ul>	<p>accordance with the Records Retention Policy</p> <ul style="list-style-type: none"> <li>• Annual goals of the septic inspection program are met.</li> <li>• Non-compliance issues are dealt with and timelines to rectify are set to gain compliance</li> <li>• Zoning queries are responded to in a timely manner and meet all requirements.</li> <li>• Current and accurate subdivision agreements, master plans and official plan.</li> <li>• Site plans are current and up to standards.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Leads administration of Site Plan Control applications, agreements and approvals.</li> </ul>	
<p>Building, Planning &amp; By-law Enforcement</p>	<ul style="list-style-type: none"> <li>• Supervises, inspects and records construction and demolition work authorized by permits and keeps detailed and accurate records of inspections.</li> <li>• Ensures enforcement of the Zoning By-Law for all new buildings, additions, changes and renovations.</li> <li>• Issues stop work orders and other orders; i.e., order to comply, permits, correspondence.</li> <li>• Assists Clerk with drafting of departmental by-laws and policies.</li> <li>• Oversees and directs the enforcement of a variety of municipal by-laws such as parking, traffic, animal control and property standards by-law</li> <li>• Seeks out training opportunities for staff as required</li> </ul>	<ul style="list-style-type: none"> <li>• Building Code and By-laws are enforced.</li> <li>• Inspections are documented and logged in Building software.</li> <li>• Complaints are resolved.</li> <li>• Permits are issued in a timely manner and fees are collected.</li> </ul>
<p>Administrative/Management Duties:</p>	<ul style="list-style-type: none"> <li>• Prepares a variety of daily, monthly, quarterly and year-end reports.</li> <li>• Recommends budget requirements, including a fee structure for all permits, licenses or application administered by the CBO.</li> <li>• Prepares and submits reports to the County, CMHC, Statistics Canada and the MPAC office as required.</li> <li>• Responds and/or co-ordinates the responses to legal inquiries and letters regarding work orders, zoning compliance, etc., as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports are accurate and timely.</li> <li>• Budget and fee structure recommendations are based on current research.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Assists with the preparation and review of proposed by-laws.</li> <li>• Support Staff, as required, for an emergency event.</li> </ul>	
Business Planning	<ul style="list-style-type: none"> <li>• As a member of the management team, develops, recommends and implements a long-term business plan for the Township.</li> <li>• Participates in organizational planning through Management Team.</li> <li>• Ensures that corporate wide issues are brought forward to the management team for appropriate discussion and decision-making.</li> <li>• Anticipates and identifies long range issues that may have a negative impact on the Building &amp; Planning department. Develops and implements strategies to avoid or mitigate impact.</li> <li>• Anticipates and identifies opportunities for the municipality and develops strategies and plans to maximize the benefit from these opportunities.</li> <li>• Implements departmental fees including a fee structure for all permits, licenses or application administered by the Building and Planning department.</li> <li>• Ensures that corporate wide issues are brought forward to the Senior Management team for appropriate discussion and decision making.</li> <li>• Calculates and oversees the collection and receipt of all permit and other fees related to issue of permits and development activities. Determines the application of the Development Charges</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participates in business and organizational planning.</li> <li>• Brings forward proposals or suggested improvements (software/hardware) within the Department.</li> <li>• Proactive decisions and actions are developed/implemented.</li> <li>• Fee structure is relevant to the department.</li> <li>• Permit fees, development charges etc. are collected accordingly; no outstanding invoices.</li> </ul>

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	By-law through consultation with the Financial Management department and calculates development charges.	
Leadership and Departmental Management	<ul style="list-style-type: none"> <li>• Supervises the By-Law Enforcement Department, interviewing and hiring new employees, carrying out performance appraisals.</li> <li>• Responsible for training and development of staff and provides coaching opportunities.</li> <li>• Develops operational policies, procedures, service levels and standards as necessary to provide direction and guidance for staff, department administration and for the public at large.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains regular contact with supervised employees for task completion.</li> <li>• Annual performance reviews completed on time for all employees in the department.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage.</li> <li>• Provides support and back up to other staff in department as necessary.</li> <li>• Assists in establishing, maintaining and achieving goals, objectives and work plans.</li> <li>• Remains current on and adheres to corporate and departmental policies and procedures.</li> <li>• Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Adheres to corporate and departmental policies and procedures.</li> <li>• Successful completion of WHMIS and Health and Safety Training.</li> <li>• Attendance at and completion of all training required by the Township of Huron-Kinloss</li> </ul>
Public Relations/Customer Service	<ul style="list-style-type: none"> <li>• Stays informed about municipal building matters, including legislation, regulations, modern practices, procedures etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides accurate and current information.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Educates, informs and updates elected officials, municipal staff, members of the public and other interested parties on the building code amendments and other legislative amendments.</li> <li>• Liaises with the County Planning Department, Conservation Authorities, Public Works and Fire Department in the implementation of duties.</li> <li>• Investigates problems and answers complaints and non-compliance for legislation related to permit applications</li> <li>• Demonstrates a strong public service orientation.</li> <li>• Responds promptly to public queries and requests.</li> <li>• Resolves public concerns and complaints or refers to supervisor or appropriate Department Head.</li> <li>• Will provide assistance to applicants with the building permit process, providing guidance to applicants to gain compliance with the applicable law.</li> </ul>	<ul style="list-style-type: none"> <li>• Responds to internal and external inquiries in a timely professional manner</li> <li>• Directs inquiries to outside agencies appropriately.</li> </ul>
<p>Other related duties as assigned.</p>		
<p><b>Qualifications</b></p>		
<p>Education:</p> <ul style="list-style-type: none"> <li>• Must be qualified and registered as a Building Official, with Building Code Identification Number (BCIN), with the Ontario Ministry of Municipal Affairs and Housing (MMAH) in all disciplines as requested by the Building Code Act.</li> </ul>		

# The Township of Huron-Kinloss

- Successfully completed the MMAH courses in the following categories: Powers & Duties of the Chief Building Official, House – Small Buildings, Large Buildings, Complex Buildings, HVAC; Plumbing – All Buildings; Building Services; Building Structural; On-Site Sewage Systems; Detection, Lighting and Power; and Fire Protection.
- Thorough knowledge of Building Code Act, Planning Act, Ontario Building Code and applicable Municipal By-laws including Municipal Property Standards, Building and Zoning By-laws and other relevant Government legislation and regulations.
- Possess a valid class G driver's license.

## Experience:

- Minimum 3 years of experience working in a municipal building or construction environment.
- Minimum 3 years management or supervisory experience.
- Working with the public.
- Understanding and interpreting pertinent legislation, by laws and policies.

## Skills:

- Strong developed problem resolution skills.
- Math, analytical and problem solving skills.
- Strong communication (written, oral and interpersonal), report writing, presentation, public relations, strategic planning, organizational, leadership and supervisory skills.
- Ability to prioritize.
- Excellent interpersonal skills
- Project management skills.
- Good human resource management and supervisory skills.
- Ability to understand and interpret legislation, by-laws and policies.
- Acts to ratepayers with concern or inquiries for such things as building/planning/zoning, provincial offences etc.
- Well developed computer skills.

## Physical 'Effort & Working Conditions

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- Work is split between an indoor office environment and in the field.
- The mental effort requires a reasonable degree of concentration and the processing and interpretation of information.
- Problems to be addressed require specialized knowledge and skills to solve.
- Required to interact politely and effectively with the general public and to respond to questions and complaints from the public.
- Attendance at evening meetings required.
- Work generally has a low risk of injury.

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.