

Chief Building Official

Permanent Full-Time

Salary: \$98,508 - \$117,262/yearly



Elliot Lake offers an exceptional quality of life, a low cost of living and an ideal work-life balance. The area's combination of outdoor opportunities, community organizations, sports, healthcare, low crime rate, natural wilderness and diverse economy help contribute to a great place to live and work!

The City of Elliot Lake is seeking a skilled and dedicated individual to join our Planning Services team as the **Chief Building Official**. This key position is responsible for overseeing the City's Building Department, ensuring compliance with the Ontario Building Code, and contributing to Municipal law enforcement efforts, including Zoning and Property Standards.

Key Responsibilities:

- Oversee and enforce the Building Code Act, Ontario Building Code, and related legislation.
- Review and issue permits, ensuring conformance to relevant codes.
- Conduct on-site inspections to ensure compliance with building, plumbing, and zoning regulations.
- Provide technical advice and respond to public inquiries on construction and building code matters.
- Administer the Zoning By-Law and manage zoning-related inquiries.
- Supervise the daily activities of the Building Department, including staff, budget, and records management.
- Prepare annual budgets and work plans for the department.
- Issue orders to comply, stop work orders, and emergency orders as necessary.
- Coordinate enforcement activities and contribute to the prosecution of building code violations.
- Maintain property standard records and support the Property Standards Committee.
- Lead and participate in remedial measures for properties in violation of standards.

Qualifications:

- A minimum of a 3-year College Diploma in a related discipline (e.g., Civil Engineering Technology, Architectural Technologist, or Applied Science Technologist).
- Current Certified Building Code Official (CBCO) designation and a provincial qualification as Chief Building Official.
- At least 5 years of related Municipal experience.
- In-depth knowledge of Municipal by-laws, the Ontario Building Code, the Provincial Offences Act, and related legislation.
- Strong understanding of building materials, construction practices, and blueprint reading.
- Proven ability to manage building, zoning, and development procedures effectively.
- Excellent communication, negotiation, and interpersonal skills.
- Proficient in Microsoft Office and Property Management System software (Great Plains experience an asset).

Why Join Our Team:

- Competitive compensation and benefits package.
- Work in a dynamic, inclusive environment that values professional growth and development.

How to Apply: Interested applicants are invited to submit their resume and cover letter detailing their qualifications and experience to hr@city.elliottlake.on.ca

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, a request for accommodation will be accepted as part of the hiring process. If you require accommodation, please contact HR.

The City of Elliot Lake thanks all applicants. Only those selected for interviews will be contacted.

**THE CORPORATION OF THE CITY OF ELLIOT LAKE
POSITION DESCRIPTION**

POSITION: Chief Building Official

DATE PREPARED: October 20, 2021

REPORTS TO: Director of Clerks and Planning Services

DEPARTMENT: Planning Services – Building & By-law

MAIN FUNCTION:

Reporting to the Director of Clerks and Planning Services, this position is responsible for the City's Building Department including examining plans, building and plumbing inspections, and issuing permits in the administration of the provisions of the Ontario Building Code, City of Elliot Lake By-Laws and other applicable legislation. In addition, this position oversees some aspects of Municipal law enforcement including Zoning and Property Standards.

PRIMARY DUTIES

- Establishes operational policies for the enforcement of the Building Code Act and the Building Code.
- Coordinates and oversees the enforcement of the Building Code Act and the Building Code.
- Exercises powers and performs other duties assigned under the Building Code Act and the Building Code, in accordance with the standards established by the applicable code of conduct.
- Oversees and reviews permit applications. Examines plans submitted for permit applications for conformance to the Ontario Building Code and issues building and plumbing permits.
- Conducts on-site inspections, ensuring contractors, owners and agents are in compliance with the appropriate Provincial Acts, Codes and By-Laws.
- Provides technical advice and responds to public enquiries relating to construction and the Building Code.
- Administers the Zoning By-Law, including responding to inquiries from solicitors and the general public.
- Manages the day-to-day activities of the Building Department including rationalizing budget accounts, supervision of staff and the maintenance of project records.
- Prepares annual budget and work plan for the department.
- Issues Orders to Comply, Stop Work Orders and Emergency Orders.
- Maintains and administers civic address maps and numbering system under the appropriate By-Law.
- Provides information, responds to enquiries from the general public in a timely manner and attempts to resolve any disputes.
- Participates in the prosecution of code violations, including providing court testimony.

- Coordinates enforcement activity with other staff and relevant agencies.
- Prepares all legal documents, Notices of Violation, orders and maintains all Property Standard records.
- May be required to fulfill the role of Secretary to the Property Standards Committee by organizing Property Standards Committee meetings, preparing reports, agendas and minutes.
- Coordinates remedial measures to properties.
- Maintains parking tag records database and MTO enquiry agreement.
- Performs other related duties as required.

QUALIFICATIONS

Education and Training:

- Minimum three (3) year College Diploma in a related discipline (e.g. Civil Engineering Technology, Architectural Technologist or Applied Science Technologist) and current Certified Building Code Official (CBCO) designation. Candidate must also hold a provincial qualification as a Chief Building Official and Inspector in all technical categories of code administration.

Experience:

- Minimum five (5) years of related Municipal experience.

Knowledge, Skills & Abilities:

- Knowledge of applicable Municipal by-laws, Federal and Provincial legislation, related regulations and procedures, including the Ontario Building Code and the Provincial Offences Act.
- Demonstrated knowledge of building material, construction practices and procedures including reading and comprehension of plans, blueprints and building construction drawings.
- Use of best practices within area of responsibility; current and emerging issues within and that affect the department's jurisdiction
- Experience with building, zoning and development procedures and methods; engineering aspects of building and development projects.
- Must possess a valid Province of Ontario Class "G" Driver's Licence and have an acceptable driving record.
- Excellent interpersonal, customer service, report writing, project / time management and communications skills (oral and written) are required. Interaction is with a variety of people inside and outside the organization.
- Communication with the public may involve detailed exchanges, managing conflict, mediating disputes and assisting to reach consensus. Requires strong negotiation and problem-solving skills, as well as a high level of confidentiality and professionalism.
- Thorough working knowledge of Microsoft Office and Property Management System software. Working knowledge of Great Plains software would be an asset.

- Ability to prepare an effective business plan and budget for the department
- Requires knowledge and application of Occupational Health and Safety legislation and best practices.

Supervisory Responsibilities:

- Supervises three (3) employees

Working Conditions:

- General office conditions plus travel to site locations (e.g. for inspections)
- Day shift position, with some flexibility to respond to attend evening meetings (e.g. Committees, Council)

Acknowledged by:

Approved by:

Incumbent

Chief Administrative Officer