

Township of Douro-Dummer Is Seeking Applications for the Position Of Building Official I / By-Law Enforcement Officer

Position:	Building Official I
Reporting To:	Chief Building Official
Hours of Work:	36
Salary:	\$58,800 to \$69,200

Welcome to the Township of Douro-Dummer! Our township is a quaint rural community comprised of small and large businesses, farmlands, beautiful lakes and rivers, parks, walking trails, and recreational opportunities. Located just east of Peterborough, the township is home to about 6700 people in an area of just under 460km².

The Douro-Dummer Building Department is responsible for enforcing the Ontario Building Code Act while overseeing the construction regulations, maintenance and safety of buildings and other structures to ensure public safety.

Reporting to and under the direction of, the Chief Building Official, the Building Official I is responsible for performing plans review functions and building inspections required by the Ontario Building Code for residential buildings and ancillary structures within the scope of Part 9 to ensure compliance with all applicable law, municipal by-laws and the Ontario Building Code. The position is also partially responsible for sewage system enforcement under Part 8 of the Ontario Building Code.

The ideal candidate will have either post-secondary education in a related field or two (2) years related experience. Knowledge of the Ontario Building Code, Property Standards By-law, the Fire Code, the Official Plan and Zoning By-law, Source Water Protection Plan and applicable Federal and Provincial laws and various legislation relating to planning, development, building, enforcement and Health & Safety.

BCIN qualifications in Legal and House would be considered a strong asset. For those without BCIN qualifications, House and Legal would be required within 6 months of date of hire. Small Buildings, Plumbing All Buildings, Building Services, Building Structural, On-Site Sewage Systems, would all be required within 2 years of date of hire.

Candidates must have strong organizational and communication skills, a proven ability to deal with the public, as well as a Class "G" license with acceptable driving record. Candidates should also have a proven ability to read and understand specialized forms and blueprints, requiring strong analytical abilities, as well working with various forms of computer software.

This person will be expected to work both independently and as part of a team, using initiative and good judgement in carrying out the duties of the position. The person must

be flexible, adaptable and possess superior customer service skills and must act professionally in providing service to the public and as a representative of the municipality.

The present salary range for this position is \$58,800 to \$69,200 and is based on a 36 hour work week – four day work week available for those interested. This position includes room for growth, including promotion to Building Official II, which has a higher pay range.

Qualified candidates are invited to submit an application in confidence, including a resume and references by 12 noon, Thursday April 8, 2021 to:

Brian Fawcett, CBO
Township of Douro Dummer
894 South Street, P.O. Box 92
Warsaw, Ontario K0L3A0
e-mail: brianf@dourodummer.on.ca
Phone: 705-652-8392 Ext. 208
www.dourodummer.on.ca

We thank all applicants, but only those invited for an interview will be contacted. Personal information is collected and will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, and will be used for employment purposes only.

We are an equal opportunity employer.

Accommodation for accessibility purposes is available upon request during the recruitment process. Applicants submitting a resume containing references are thereby granting the Township of Douro-Dummer permission to check these references.

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JOB DESCRIPTION MANUAL**

POSITION: **BUILDING OFFICIAL I/ BY-LAW
ENFORCEMENT OFFICER**

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REPORTS TO: **CHIEF BUILDING OFFICIAL**

DATE: March 2021

THIS JOB DESCRIPTION IS: ___NEW ___ EXISTING **X** REVISED ___ RESCINDED

JOB SUMMARY:

Reporting to and under the direction of, the Chief Building Official, the Building Official I is responsible for performing plans review functions and building inspections required by the Ontario Building Code for residential buildings and ancillary structures, including sewage disposal systems, within the scope of Part 9 to ensure compliance with all applicable law, municipal by-laws and the Ontario Building Code. Responsible for the enforcement of municipal by-laws.

DUTIES AND RESPONSIBILITIES:

1. In accordance with statutory requirements, manages the enforcement of Provincial Statutes and regulations thereunder of the Building Code, and all other laws as they apply to buildings and structures.
2. Inspect construction projects for compliance with the approved plans, the Ontario Building Code, referenced standards, applicable law and good construction practices, within the timeframes specified in the legislation.
3. Provide instruction to owners, contractors, designers and the general public on the regulations and required construction practices.
4. In accordance with municipal requirements, manages the provisions of the Property Standards By-law as they apply to the use and occupancy of any building or piece of land.
5. Issues building permits and orders of compliance. Ensures that all relevant inspections, orders or notices are executed as they relate to permits issued or regulations violated.
6. Potentially enter into and inspect fire-damaged or unsafe buildings to determine the extent of damage and assess the need for remedial construction.
7. Ensures that all municipal by-laws are enforced upon complaint.
8. Performs duties of Provincial Offences Officer for the purposes of legal action or by-law enforcement. Prepare evidence for court proceedings and before the Building Code

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Commission and the Local Planning Appeal Tribunal on the Building Code Act, the Ontario Building Code and other applicable law.

9. Assists with on-going local planning matters as it relates to the methods of procedures outlined in the Municipal Act, Planning Act, Source Water Protection Plan and Municipal By-laws.
10. Prepare detailed, accurate reports and review consultants' field reports for accuracy and completeness.
11. Review permit applications and plans for compliance with the Building Code Act, Ontario Building Code, municipal by-laws and all applicable laws to determine if application is complete.
12. Process and track all building permits and collect and process permit fees.
13. Advise permit applicants of missing documentation and/or non-compliance.
14. Participate in the administration and enforcement of provincial statutes and applicable laws.
15. Ensure timely and accurate responses to enquiries regarding land use, planning, zoning matters, Ontario Building Code and related by-laws.
16. Respond to verbal and written complaints and document accordingly.
17. Assists Clerk/Planning Coordinator with interpretation of the official plan and zoning by-law and legislation relating to the planning functions. Provides input into planning advice and recommendations to Council.
18. Inspects water hook ups for check valves and shut off valves where applicable.
19. Produces and maintains any forms, records, reports and correspondence as required.
20. Provides technical and interpretative advice to the Fire Chief on Fire and Building Code requirements.
21. Participates in the Municipal Operations Centre for Emergency purposes.
22. Works cooperatively with the Peterborough Humane Society to deal with small animal complaints.

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23. Responsible for proper occupational health and safety practices, effective risk management, liability control and due diligence.
24. Maintain a high level of skills and knowledge by taking training through courses, seminars, workshops and selected reading.
25. Other duties as assigned.

SUPERVISION:

This position is not required to supervise any staff.

CONTACTS:

Internal: With Chief Administrative Officer and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With various lawyers, architects, consultants, contractors, suppliers and Municipal/Provincial agencies to provide and obtain information.

With the general public to provide information, ensuring polite and tactful relations.

WORKING CONDITIONS:

Exposure to normal office environment. Occasionally exposed to hazards during site inspections.

Requires adequate physical condition to conduct building and site inspections and withstand inclement weather during inspections.

The incumbent may be required to work unusual hours in order to handle emergencies.

JOB KNOWLEDGE:

Post-secondary degree or diploma in architectural, construction, or engineering technology from an accredited college or university will be considered an asset.

2 years of experience in construction, inspection or a related industry.

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Knowledge of the Ontario Building Code, Property Standards By-law, the Fire Code, the Official Plan and Zoning By-law, Source Water Protection Plan and applicable Federal and Provincial laws and various legislation relating to the planning, development, building, enforcement, and Health and Safety.

Must be willing and capable of successfully completing provincial Building Code Examinations within a set timeframe. House and Legal would be required within 6 months of date of hire. Small Buildings, Plumbing All Buildings, Building Services, Building Structural, On-Site Sewage Systems, would all be required within 2 years of date of hire.

Must possess a Class “G” driver’s license. Must have an acceptable driving record and abstract.

Strong organizational and communication skills. Proven ability to deal with the public.

Proven ability to read and understand specialized forms and blueprints, requiring strong analytical abilities.

Proven ability to work with various forms of computer software.

Provide at own cost, a current Criminal Record Check with vulnerable sector screening.

Employee

Chief Administrative Officer