

TOWNSHIP OF ADDINGTON HIGHLANDS

JOB DESCRIPTION

JOB TITLE: Chief Building Official
By-Law Enforcement Officer
Facilities Manager

JOB CODE:

REPORTS DIRECTLY TO: CAO/Clerk-Treasurer

DEPARTMENT: Administration

DATE PREPARED:

DATE REVISED:

POSITION SUMMARY:

The Chief Building Official/By-Law Enforcement Officer/Facilities Manager is a member of the Senior Management of the Township and is responsible for the management of building inspection services, by-law enforcement and Township facilities as more specifically described below.

As with all positions of the Township, the Chief Building Official/By-Law Enforcement Officer/Facilities Manager is responsible for following all guidelines for employees as legislated under the Occupational Health and Safety Act and will protect their own health and the health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety.

DUTIES AND KEY RESPONSIBILITIES:

The Chief Building Official/By-Law Enforcement Officer/Facilities Manager is responsible for duties as assigned and directed by the CAO/Clerk-Treasurer. These duties will be performed within the legislative and regulatory standards set out in pertinent Provincial statutes and consistent with applicable municipal by-laws and policies.

General Position

- Attends meetings of the senior management team
- Prepares and manages annual budgets for the Building and By-law Department and Facilities

Building Inspection Matters

- Manages the activities of the Building Inspection process in accordance with the requirements of Bill 124 and Township Zoning By-Laws
- Review building permit applications for compliance with Township Zoning By-Law
- Reviews construction plans and issues building permits
- Answers general inquiries.
- Prepares reports for the Municipal Property Assessment Corporation, the County of Lennox and Addington, Tarion, etc

Municipal Facilities (not including Roads and Fire Facilities)

- Main point of contact for Township facility issues
- Maintain accurate records related to the condition and inspection of facilities and related equipment
- Ensures regular inspections related to health and safety are performed including drinking water systems, playground equipment, structures, security, HVAC systems, etc.
- Recommend through the CAO/Clerk-Treasurer policies and procedures related to the use of facilities
- Coordinates work of contractors, other Township personnel in maintenance projects for Township facilities augmented with certain projects being completed personally
- Manages part-time custodians and rink attendants
- Implements items from the annual energy management reports

By-Law Enforcement

- Manages the enforcement of Township By-Laws including coordinating items through the courts as necessary

QUALIFICATIONS:

- Certified Chief Building Official, all areas
- Minimum 3 years' experience in municipal government operations at a senior position;
- Advanced level computer skills (i.e. word processing, GIS, planning software);
- Thorough knowledge of Provincial legislation as it pertains to municipal planning, building department operations;
- Excellent planning and organizational and time management skills to handle heavy workload and to meet rigid deadlines;
- Experience in contract preparation and administration;
- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Possess a high level of initiative and independent judgement;
- Possess a valid driver's license

WORKING CONDITIONS

- High public profile
- Work subject to interruptions
- Good manual dexterity to operate computer and other office equipment, as required.
- Ability to work outdoors and physically navigate rough terrain
- Work schedule is subject to shifting priorities of Council, changing Councils and deadlines imposed by legislation or municipal policy, and which may require work beyond the regular work schedule to meet deadlines and attend meetings.

WORKING RELATIONSHIPS

Internal

- Takes direction from, and provides advice to, the CAO/Clerk-Treasurer;
- Lateral support to and from other members of the management team
- Provides leadership, guidance and direction to the part time recreation custodians/rink attendants/groundskeepers;
- Direct reports include recreation custodians/rink attendants/groundskeepers

External

- Responsible for communicating with the public, media and other governments as required

IMPACT OF ERROR

- Recognizes that errors could add significantly to municipal costs, and create poor relations between the municipality and the public as a whole;
- Recognizes that errors could lead to legal issues;
- The frequency of errors to be minimized by continual diligence and communication with the CAO/Clerk-Treasurer, Senior Management, and other staff as appropriate.

TOWNSHIP OF ADDINGTON HIGHLANDS
CHIEF BUILDING OFFICIAL/BY-LAW ENFORCMEENT OFFICER/FACILIITESMANAGER
JOB DESCRIPTION ACCEPTANCE

**I, _____ hereby recognize and accept the
preceding duties and responsibilities as the incumbent of this position.**

Employee/Incumbent

Date

Supervisor

Date