

Job Description: Manager of Building and Planning/Chief Building Official

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Location: Municipal Office

Reporting to: Chief Administrative Officer

Department: Building & Planning

Positions Supervised: Project Manager/Building Services (0.75 FTE)

By-law Enforcement Contractor

### **Position Summary**

The Manager of Building & Planning Services / Chief Building Official (CBO) ensures compliance with the Ontario Building Code, Property Standards Code, and relevant municipal by-laws. This role safeguards public health, fire protection, and structural integrity. The CBO also serves as the Zoning Administrator, overseeing zoning enforcement and planning administration.

### **Key Responsibilities**

#### **Building Code & By-law Enforcement**

- Review plans, issue building and plumbing permits, and zoning compliance letters.
- Supervise and inspect construction and demolition work.
- Enforce the Zoning By-law and issue relevant orders (e.g., stop work, compliance).
- Administer Site Plan Control applications and agreements.
- Oversee enforcement of municipal by-laws including property standards, parking, and traffic.
- Maintain accurate records of inspections and enforcement actions.

#### **Planning & Zoning**

- Act as Zoning Administrator and respond to public and agency inquiries.
- Administer the Official Plan and Zoning By-law, including updates.
- Manage planning applications and collaborate with County Planners.
- Participate in subdivision agreement development and enforcement.
- Ensure current and accurate zoning, mapping, and planning data.

### **Administrative & Financial Management**

- Prepare reports (daily, monthly, quarterly, year-end) and submissions to external agencies.
- Recommend and implement fee structures for permits and applications.
- Coordinate responses to legal inquiries and zoning compliance.
- Assist in drafting and reviewing by-laws and policies.
- Calculate and oversee collection of permit and development fees, including Development Charges.

### **Staff Supervision & Development**

- Supervise Project Manager and By-law Enforcement Contractor.
- Provide coaching and identify professional development opportunities.
- Support staff during emergency events.

### **Customer Service & Public Relations**

- Maintain up-to-date knowledge of legislation and best practices.
- Educate and inform stakeholders on building code and legislative changes.
- Liaise with County Planning, Conservation Authorities, Public Works, and Fire Department.
- Investigate complaints and ensure timely resolution of non-compliance issues.

### **Qualifications**

#### **Education & Certifications**

- Qualified and registered as a Building Official with BCIN from MMAH.
- Completion of MMAH courses: Powers and Duties of a CBO, Plumbing – All Buildings, HVAC – House, Building Services, Building Structural, On-Site Sewage Systems, and Large Buildings.
- Thorough knowledge of Building Code Act, Planning Act, Ontario Building Code, and municipal by-laws.
- Valid Class G driver's license.

**Experience**

- Minimum 3 years in a municipal building or construction environment.
- Minimum 3 years in a management or supervisory role.
- Experience working with the public and interpreting legislation and policies.

**Skills**

- Strong problem-solving, analytical, and mathematical skills.
- Excellent communication, report writing, and presentation skills.
- Strategic planning, organizational, leadership, and supervisory abilities.
- Project management and human resource management skills.
- Proficient in interpreting legislation and using computer applications including e-permitting.

**Working Conditions**

- Work is divided between office and field environments.
- Requires concentration and interpretation of technical information.
- Involves interaction with the public and attendance at occasional evening meetings.