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# Employment Opportunity

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<b>POSITION:</b>	Chief Building Official/Municipal Planner
<b>DIVISION:</b>	Planning & Development
<b>COMMENCING:</b>	June, 2019
<b>SALARY:</b>	\$60,501 - \$80,669
<b>DEADLINE:</b>	Monday June 3, 2019 at 12:00 PM

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Please submit your application package to the attention of 'Human Resources Manager':

- ❑ By email to [jforbes@fortfrances.ca](mailto:jforbes@fortfrances.ca) in the form of one (1) PDF file (preferred).
- ❑ At the reception desk of the Civic Centre at 320 Portage Avenue
- ❑ By fax at (807) 274-8479

Application forms are available at the Civic Centre and also online at: <https://www.fortfrances.ca/town/human-resources/employment-opportunities>

To learn more about this opportunity, please contact Travis Rob at (807) 274-9893.

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## POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Chief Building Official/Municipal Planner
<b>GENERAL SUPERVISOR:</b>	Chief Administrative Officer
<b>EMPLOYEE GROUP:</b>	Management/Non-Union

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### **Position Summary**

- The incumbent is responsible for the administration and enforcement of the Ontario Building Code, the Building Code Act, the Provincial Offences Act, the Planning Act, the Statutory Powers Procedures Act, municipal by-laws governing the construction, renovation, and alteration of buildings and/or the bylaws concerning land use, and the protection of property rights within the municipality (“the regulations”).
- The incumbent is responsible to coordinate preventative maintenance activities, and the management of special projects on an as-required basis.

### **Direction Received**

- The incumbent reports to the Chief Administrative Officer and is responsible for discharging the duties of the position with minimal supervision.
- The incumbent is responsible for adhering to procedures as directed by the regulations
- From time to time, the incumbent confers with the CAO and the Operations and Facilities Division Manager for direction regarding administrative matters.

### **Direction of Others**

- The incumbent has no direct supervisory responsibilities

### **Revenue, Asset and Expenditure Scope**

- The incumbent is responsible for overseeing a budget within the department, including oversight of some capital project spending.

## **General Responsibilities – Chief Building Official**

- Position responsibilities encompass building and property standard by-laws affecting the erection, demolition and alteration of any improvements to land by private citizens, general contractors and/or the municipality.
- The majority of the incumbent's responsibilities concern the administration and enforcement of the building regulations.
- Specifically, the incumbent:
  - Responds to queries and meets with applicants for building permits.
  - Interprets, explains and reviews simple to complex drawings to ensure proposed construction meets appropriate building regulations.
  - Reviews proposals for large structures requiring detailed study.
  - Contacts Ministry personnel for code interpretation, and construction consultants for plan clarification and/or expert advice.
  - Assesses compliance with standards specifying any plan alterations required prior to issuing permits.
  - Conducts inspections at work sites to ensure that approved plans are followed.
  - Corresponds with contractors and/or individuals to ascertain the reasons for deviation and to insist on correction.
  - Issues orders to comply, which may include verbal warnings and/or a written order to comply and/or whether a stop work order is justified.
  - Makes court appearances to testify regarding deficiencies and/or violations which precipitated legal action.
  - On a monthly basis, the incumbent prepares and forwards statistical reports of building activity in Fort Frances to provincial, e.g. Municipal Property Assessment Corporation (MPAC) and federal agencies e.g. Statistics Canada, and to Council.
  - Consults with the By-Law Enforcement Officer on Property Standard matters with regard to complaints involving building construction infractions.
  - Assists in the coordination of operations and maintenance activities of facilities at 320 Portage Avenue (Civic Centre, Fire Hall, OPP Office).
  - Completes an internal audit of the Drinking Water Quality Management System on an annual basis.
  - Submits grant applications as required.
  - Ensures private contractors meet their obligations as outlined in the terms and conditions of executed contracts and/or letters of understanding.
  - Ensures all safety standards and regulations as outlined under the Occupational Health and Safety Act and applicable legislation is followed at all times.
  - Assists in preparing capital budgets and in long-range planning and forecasting, including annual capital planning for Town-owned facilities.
  - Conducts project management on an as-required basis.
  - Provides contracted services as required by the Corporation.
  - Assumes additional duties as assigned.

## **General Responsibilities – Municipal Planner**

- In regards to land use regulations, the incumbent is responsible for providing advice and making recommendations to the Planning and Development Executive Committee, the CAO, the Municipal Clerk, and Council on matters concerning planning policy and legislation; and to the By-Law Department on matters pertaining to land use within the municipality
- Specifically, the incumbent:
  - Reviews applications for building permits to ensure that proposed construction and use is permissible under the regulations, and subsequently approves or rejects permit applications.
  - Provides advice on zoning requirements and receives applications for amendments to municipal regulations.
  - Prepares and provides notification of public meetings for zoning amendments
  - Drafts bylaws for amendments to municipal regulations.
  - Ensures that proper protocol for notifications for amendments are adhered to
  - Advises Council on the need for site plan control concerning development proposals and prepares the necessary bylaws.
  - Drafts site plan agreements in consultation with developers, and monitors site plans to ensure that development meets the edicts of agreements entered into between Council and developers.
  - Prepares letters of zoning compliance at the request of applicants.
  - Advises permit applicants on the requirements to achieve compliance with the regulations, both verbally and/or in the form of written correspondence.
  - Responds to verbal and written requests concerning information and requirements of the regulations, ensuring that the client has been provided all relevant information to understand their requirements under the regulations
  - Reviews the plans of surveys.
  - Obtains building information to ascertain compliance with the regulations.
  - Acts as Secretary-Treasurer to the Committee of Adjustment, which includes scheduling meetings, preparing agendas and meeting minutes, and notifying applicants of Committee decisions.
  - Assists the public in completion of applications to the Committee of Adjustment
  - Occasionally reports to Council to provide updates on the status of various works in progress.
  - Administers and coordinates subdivision development agreements, ensuring that parties meet the agreed-to requirements and engineering standards.

## **Education and Qualifications**

### **Required:**

- Excellent verbal and written communication skills, and an excellent command of the English language.
- Demonstrated ability in building and maintaining positive and effective interpersonal relationships.
- Three year diploma, in Civil Engineering Technology, Architectural Technology, or a related discipline, or a combination of education, transferable skills and related experience.
- Consideration may be given to a candidate with a background in urban, or regional planning, urban design or geography, with a combination of transferable skills and related experience.
- Ability to work effectively under minimal supervision.
- Proficiency in use of common office software applications including word processing, spreadsheet, and email.
- Ability to read, and interpret drawings.
- Working knowledge of contract administration.

### **Preferred:**

- Certified Building Code Official (CBCO) designation.
- Registered Professional Planner (RPP) designation.
- Proficiency in leading procurement processes including Tenders.
- 3-5 years experience as a Municipal Building Official.
- Proficiency with AutoCAD.
- Knowledge of Municipal governance.
- Knowledge of official planning processes.

### **Effort**

- Frequent demands for concentration for short to moderate periods of time.
- Frequent interruptions from colleagues, contractors and the public.

### **Working Conditions**

- The incumbent works 8 hours per day, 40 hours per week, during regular business hours.
- Unpaid overtime averages up to 20% in addition to regular hours.
- Working hours may be adjusted on an irregular and temporary basis
- There is a minimal requirement for out-of-town travel

## **Conditions of Employment**

- Must obtain and maintain the required qualifications of Chief Building Official within a reasonable timeframe as determined by the Corporation.
- Must be willing to obtain Certified Building Code Official (CBCO) designation.
- Must obtain the AMCTO 'Primer on Planning' within a reasonable timeframe as determined by the Corporation.
- Must possess a valid Ontario Driver's License at the level of 'G2' (or equivalent).
- Must provide a satisfactory criminal background check, and vulnerable sector screening.