

Job Description: Director of Development

<p>The Corporation of The Township of South Glengarry</p>	<p>Job Description</p>
<p>Position Title:</p>	<p>Director of Development – Chief Building Official</p>
<p>Group:</p>	<p>Non Union</p>
<p>Supervisor:</p>	<p>General Manager of Community Services</p>
<p>Department:</p>	<p>Building and Planning</p>
<p>Prepared By:</p>	<p>Human Resources Advisor</p>
<p>Approved:</p>	<p>March 6, 2017</p>
<p>Revised:</p>	
<p><u>Job Function:</u></p> <p>Reporting to the General Manager of Community Services, the Director of Development CBO performs and/or manages the day-to-day duties related to a multi-faceted department consisting of building, planning and by-law enforcement. Works closely with their General Manager in an advisory capacity, helping them to meet the Department’s goals.</p>	
<p><u>Skills and Qualifications:</u></p> <ol style="list-style-type: none"> 1. Certified Building Code Official with the Ontario Building Official Association, Post-Secondary degree or diploma in Architectural, Civil Engineering, Mechanical Engineering or Building Code Technology. 2. Successful completion of the Ministry of Municipal Affairs and Housing Examination Program including CBO Legal Process, House, Small Buildings, Large Buildings, HVAC House, Building Services, Detection, Lighting and Power, Building Structural, Plumbing House, Plumbing –All Buildings and On-Site Sewage Systems. 	

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3. Technical competence is vital in avoiding legal actions against the Municipality due to improper decisions or delays, and to avoid unnecessary costs to the development and construction industries.
4. Certification with the Ontario Plumbing Inspectors Association and/or the Ontario Association of Property Standards Officers is an asset.
5. Ability to interpret and apply by-laws and numerous pieces of legislation as outlined in the Building Code Act.
6. Excellent oral and written communication skills including superior report writing, presentation skills and interpersonal skills.
7. Possess strong computer skills and proficiency in Windows based software including Word and Excel. Knowledge of information tracking database software (GIS) would be an asset.
8. Intermediate skills in word processing.
9. Minimum 4 – 5 years related experience in a Building Official role in a similar size municipality.
10. Maintain a valid Ontario Class G Drivers' License and a clean driver's abstract.

Direction Received/Independent Action:

11. Works independently within regulatory and policy guidelines.
12. Ensures duties are performed with the expressed aim of protecting the Corporation from liability claims.
13. Performance is monitored by the General Manager of Community Services through the annual performance appraisal process.

Working Relationships:

Routine:

14. **General Manager of Community Services:**

Direct reporting relationship

15. **Manager Property Standards and Enforcement**

Manager

16. **On- site Sewage System Inspector:**

Contract Manager

17. **General Public:**

Represents the Department through public presentations and responds to general inquiries. Receives and examines building permit applications to ensure submission of proper drawings, specifications and other information necessary for the issuance of a building permit. Meets with Ministry Officials – Municipal Affairs & Housing, Environment, Labour, Transportation and Eastern Ontario Health Unit etc. to obtain and provide information/advice on Building Code matters. Meets with Real Estate agents/lawyers/property purchasers to confirm structure, lot and zoning information relating to uses, setbacks and sizes of property.

18. **Management Team:**

Developing and fostering strong partnerships with other Departments in the Corporation in the aim of providing seamless and effective service to the public and the development industry.

Non-Routine Contacts:

19. **Mayor/Council and members of Local Boards:**

Council, Committees, Public Meetings – to respond to enquiries and provide advice relating to zoning, by-laws, construction activity, business development. Business Operators – to provide advice regarding zoning restrictions and permit applications procedures.

20. **Legal Counsel:**

Represents the Corporation in an appropriate legal manner; maintains accurate

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records; prepares necessary documentation and reports; provides evidence and testimony in court proceedings.

Duties and Responsibilities:

21. Protect and promote public safety within the Township of South Glengarry, as it pertains to the Building Code Act and the Ontario Building Code.
22. Supervise the Manager of Property Standards & Enforcement and Students.
23. Evaluate building plans and proposals to ensure compliance with all relevant legislation; identify potential conflicts and participate in solutions.
24. Performs the statutory duties and functions of the Chief Building Official pursuant to the Building Code Act, the Ontario Building Code, and Municipal By-Laws.
25. Protect and further the interests of the Corporation with regard to its legislated Building Code Act responsibilities.
26. Develops reviews and recommends changes as necessary to policies, procedures and programs for the Building Department in particular, but also for the other departments where they interact with the Building Department.
27. Control and issue orders that directly involve the CBO.
28. Ensures the department is efficiently and effectively operated and is a leader in the implementation of best practices and assists their GM in attaining the efficient and effective operation of the Department and meeting the Department's goals.
29. Issues Building Permits and conducts site inspections in accordance with O.B.C.
30. Prepares the annual budget, in conjunction with the General Manager of Corporate Services, the annual budget for the Building/By-Law Department and ensures sound operational financial planning and budgetary control and analysis.
31. Monitors, reports and improves the financial performance and efficiency of the Building Department.
32. Ensures the efficient implementation of corporate-wide policy and the development of effective departmental policy.
33. Attends Committee of Adjustment meetings as a staff resource person. Attends and comments on minor variance applications, site plan control applications and zoning amendments.
34. Provides positive and effective representation of the Department and the

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Corporation.

35. Responds to inquiries from the public and contractors and provides guidance pertaining to the Building Code Act and land use planning.
36. Answers telephone and counter inquiries.
37. Prepares reports to the GM – Community Services and Council.
38. Acts for the General Manager of Community Services during his/her absence at the call of the CAO.
39. Enforces the By-Laws of the Township that are applicable to the Building and Planning Department.
40. Receives and investigates complaints regarding Township By-Laws using a high level of conflict management skills.
41. Issues tickets in accordance with the Provincial Offenses Act. Attends court proceedings to represent the Township when required.
42. Performs such other related duties as may be assigned.

Impact of Errors:

43. Failure to exercise appropriate judgement and determine the best course of action when responding to unsafe orders could result in injury to others, escalation of the particular unsafe situation and potential legal action. Failure to quickly recognize and incorporate all relevant factors into the decision-making process may result in inappropriate orders being issued (e.g. permitting occupancy when occupancy should be prohibited for serious safety reasons).
44. The lack of due diligence in the area of Occupational Health and Safety and/or workplace harassment prevention could result in corporate fines and personal criminal charges.

Physical and Sensory Demands:

45. Muscular and sensory strain, combined with sensory exertion, is required for moderate periods while working at a personal computer station.
46. Daily routine involves physically dangerous and confrontational situations; exposure

to a variety of weather conditions while outside of the office.

47. Environment may be noisy and busy making it difficult to concentrate.

Mental Demands:

48. Certain operating conditions of this position may result in increased mental stress including the requirement to: respond to emergency situations and fulfil the statutory obligations of the CBO, make instant judgement calls and issue orders that may have serious negative consequences for others (e.g. prohibiting occupancy may leave individuals without a home).

Working Conditions:

Hours of Work:

49. Required to work a 7 hour day during normal business hours. Additional hours are required on a regular basis in excess of the regular workday related primarily to afterhours Council, Committee of the Whole and Public meetings and work backlog.
50. Overtime is compensated as per Township Policy.

Work Environment:

51. Work is generally performed in a normal office environment. Routine inspections are performed in regular outdoor construction conditions and can include responding to escalated situations (e.g. illegal development). Work involves hourly interruptions and conflicting demands, emotionally charged situations and daily deadlines.
52. Exposed occasionally to noise, extreme temperatures, dirt, dust, wetness/humidity, darkness/poor lighting, elevated workplaces, mechanical hazards, fire hazards, and electrical hazards, irritants such as insulation, fumes/gas, odours and sudden temperature changes.

Hazards:

53. Usual hazards consist of slips, trips and falls or strains, heights and overexertion due to lifting. Repetitive motion injuries from keyboard activities are also a hazard. Risks including illness or personal injury during situations when exposed to the general public.