



## Selwyn Township Job Description

Position: <b>Building Official 1</b>	Page: 1 of 3
Reports To: Manager of Building and Planning	Date: July 2024
This Job Description is: ___ New _x_ Existing ___ Revised	

### **Job Summary:**

To provide customer service while managing all aspects of the building permit intake and issuance process. Provide preliminary application review for completeness, adherence to all applicable law, including the Ontario Building Code and the Planning Act. To inspect buildings under construction to ensure compliance with the Ontario Building Code Act (OBCA), its regulations and all other applicable legislation.

### **Duties and Responsibilities:**

1. Acts as the backup municipal contact for all building inquiries, applications, and inspection requests. Responds and works to resolve customer issues and complaints.
2. Reviews all permit applications and plans, for completeness of the submission as per applicable legislation, including structural, floor plans, elevations, plumbing, heating and ventilation.
3. Processes building permits, inputs permit applications into municipal software system, schedules building inspections, inputs and retrieves electronic data or information on permit applications and monitors building permit statistics. Occasionally conducts inspections as required.
4. Conducts plan review for code compliance for small project building permit applications; including decks, garages and other small buildings/renovations accessory buildings, single and detached dwellings.
5. Reviews site plans for zoning compliance.
6. Calculates building permit fees, development charges in accordance with relevant By-laws
7. Reviews, processes, and issues building, sign and swimming pool permits and provides advice regarding the issuing of permits, orders of compliance and stop work orders to ensure compliance with the OBCA and municipal laws.
8. In accordance with statutory requirements, occasionally performs the enforcement of Provincial Statutes and regulations thereunder of the building Code and all other laws as they apply to buildings and structures.

<b>Township of Selwyn Job Description</b>	
Position: Building Official 1	Page: 2 of 3

**Duties and Responsibilities: (Cont'd)**

9. Provides back up support for compliance orders and work orders, in accordance with Municipal policy and applicable legislation.
10. Maintains files of correspondence and material for all property files, building permits, and general building department files.
11. Consults with Township staff on matters of compliance with the Ontario Building Code, Planning Act, applicable law, and departmental procedures, and provide referrals where appropriate.
12. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information Act.
13. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy.
14. Performs other duties and carries out special projects as assigned.

**Supervision:**

This position does not require the incumbent to supervise or direct the work of others.

**Contacts:**

Internal: With the Manager of Building and Planning, Deputy Chief Building Official and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With lawyers and other agencies to provide and obtain information.  
With the general public to provide information, ensuring polite and tactful relations.

**Working Conditions:**

Exposure to a normal office environment.

Visual and mental concentration with respect to detail and visual display terminal.

Work is subject to unyielding legislated deadlines.

<b>Township of Selwyn Job Description</b>	
Position: Building Official 1	Page: 3 of 3

**Job Knowledge:**

Post secondary education or equivalent in Architecture, Construction, or a related field with one-year related business or municipal experience. C.B.C.O designation would be an asset.

A current member or willingness and ability to become a member of the Ontario Building Officials Association (OBOA).

Qualified and registered with MMAH in the following categories: General Legal Process, House, HVAC - House, and Plumbing - House is required.

Good understanding of the principles of urban planning, the Township's Zoning By-laws, Building Code and other relevant legislation.

Good working knowledge of personal computers, data base, GIS, AutoCAD, CloudPermit and web based mapping software, and word processing programs.

Excellent written, oral, and graphic communication ability.

Must possess a valid Class "G" driver's license.

**Key Competencies:**

- Accountability
- Analytical Thinking
- Communication
- Customer Focus
- Decision Making
- Job Knowledge
- Quality Orientation