

Selwyn Township Job Description

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Reports To: Manager of Building & Planning	Date: January 2026
This Job Description is: ____ New __x__ Existing __ _Revised	

Job Summary:

To inspect buildings under construction to ensure compliance with the Ontario Building Code Act (OBCA), its regulations and all other applicable legislation. Enforces by-laws and acts as Bylaw Enforcement Officer.

Duties and Responsibilities:

1. In accordance with statutory requirements, performs the enforcement of Provincial Statutes and regulations thereunder of the Building Code and all other laws as they apply to buildings and structures.
2. Performs the duties of the Chief Building Official in their absence, or as directed.
3. Reviews and provides advice regarding the issuing of building, sign and swimming pool permits, orders of compliance and stop work orders to ensure compliance with the OBCA and municipal laws.
4. In accordance with municipal requirements, performs the enforcement of the provisions of the Property Standards Bylaw and other By-laws which apply to the use and occupancy of any building or piece of land.
5. In accordance with municipal requirements, performs the enforcement of any other municipal by-laws.
6. Ensures that all relevant inspections, orders or notices are executed as they relate to permits issued or regulations violated.
7. Performs the duties of the Provincial Offences Officer up to and including representing the municipality for prosecution and the preparation of court documents.
8. Provides support to the Permit Intake Technician and Building Official 1 positions, providing information, technical direction and other feedback as required.
9. Responds to telephone, letter and counter inquiries from the general public, developers, agencies and other levels of government.

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Duties & Responsibilities: (Cont'd)

10. Assigns numbers to properties for the 911 municipal address numbering system, and provides notification regarding new or changed street names.
11. Provides general information in regard to zoning and planning documents.
12. Attends meetings, prepares reports and maintains records as required.
13. Processes and issues building, sign and swimming pool permits by receiving and verifying permit applications.
14. Prepare and maintain daily and monthly inspection and building permit reports, records and statistics.
15. Assists with the research and development of Municipal Bylaws.
16. Participates in special projects where required.
17. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
18. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy.
19. 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 and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With various lawyers, Municipal/Provincial agencies, Tarion and other agencies to provide and obtain information.

With the general public to provide information, ensuring polite and tactful relations.

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Working Conditions:

Exposure to a normal office environment.

Frequently exposed to hazards and inclement weather during site visits/inspections.

Requires adequate physical condition to conduct site visits/inspections.

Work is subject to unyielding legislated deadlines.

Job Knowledge:

Post secondary education in Architectural or Civil Engineering Technology and three years construction and/or inspection experience. C.B.C.O designation would be an asset.

Qualified and registered with the Ministry of Municipal Affairs and Housing in the following categories: General Legal Process; Small Buildings; Building Services; Plumbing All Buildings; and On-Site Sewage. Qualification in large buildings is considered an asset.

Knowledge of the OBC Act and Regulations, the Fire Code, the interpretation of Planning Documents, Property Standards By-law and applicable Federal and Provincial Laws.

Excellent organizational and communication skills. Proven ability to deal with people and perform as a team player.

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

Knowledge of personal computers and word processing.

Key Competencies:

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