



Position Title:	Building Official for Short Term Rental Accommodations	Department	Planning & Development
Effective Date:	September 1, 2022	Revised:	
Reports To:	Chief Building Official	Status:	Full-time Contract
Direct Reports:	None	Indirect Reports:	Building Permit Coordinator

Position Summary / Main Purpose

Responsible for the enforcement of the Building Code Act, the Ontario Building Code (OBC) and all other applicable Township By-laws policies and procedures. Responsible for the review of the Planning and Development's portion of short-term rental accommodation license applications through the Granicus software. As a result of the new short-term rental accommodation license requirements in the Township, this position will be the point person for assisting applicants in: closing open building permit files through site inspections, follow up with violations and Building Code Orders, participate in prosecutions and review permit records for both building and sewage. This position will also be required to review minor planning matters such as zoning and parking requirements for short term rental accommodations. This position requires an individual who enjoys working with the public, with minimal supervision and in a fast-paced environment who has the ability to prioritize workloads.

Key Duties and Responsibilities

Plans Review (15%)

1. Ensure applications received are complete and meet all applicable law as outlined in the Building Code Act.
2. Review of construction plans to ensure conformity to the OBC, within legislated time lines for part 9 buildings only.
3. Read, interpret and analyze technical reports from Engineers, designers, and technicians for engineered building systems and components to ensure conformity to relevant legislation.
4. Review revisions to issued building permits forming part of the short-term rental accommodation license applications
5. Discuss deficiencies with designers and applicants on submitted plans, through email, phone calls and letters.
6. Research new and innovative materials proposed and seek approval for such system from the Chief Building Official.
7. Check Designer's qualifications with the Ministry of Housing and Municipal Affairs.

Inspections (40%)

1. Perform site inspections of various buildings as defined in the OBC within legislated time lines at various stages of construction to ensure conformity with applicable legislation and approved plans.
2. Perform site inspections of pool enclosures as defined in the Township By-law.
3. Investigate complaints received by the public in regards to short term rental accommodations and take appropriate action.
4. Perform safety inspection on open permit forming part of the short-term rental



- accommodations that are not eligible for an occupancy
5. Ability to use tact and diplomacy to resolve issues or disputes relating to the interpretation of the OBC. Willing to entertain or recommend alternatives suitable to both parties provided the intent of the OBC is met.

Administrative (35%)

1. Ensure applications for short term rental accommodations received are complete and meet the Townships Short Term Rental Licensing By-Law.
2. Maintain appropriate records of inspections in compliance with the Building Code Act and OBC.
3. Data entry for plan review and inspection report results into Township database.
4. Advise and assist the public in processing applications for building permits and pool enclosures forming part of short-term rental accommodations.
5. Handle inquiries received from the public with regard to building matters and short-term rental accommodations.
6. Issue orders necessary to achieve compliance with the OBC.
7. Review open building permit files with the goal of closing files. Contact owners by letter in regards to status of open files.
8. Provide explanations for decisions when required to ensure affected parties understand the intent and gain compliance.
9. Review Township records in regards to building and sewage permits to ensure compliance with short term rental applications.
10. Review zoning and parking requirements under the Zoning By-Law to ensure short term rental accommodations compliance.

Other (10%)

1. Responsible for purchase of safety equipment, clothing and tools to meet the needs of this position as per the Township Personnel Policy.
2. Responsible for the safe operation, care and maintenance of assigned vehicle.
3. Gather evidence and investigate OBC or By-law infractions.
4. May be required to testify in court.

Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

Working Relationships

Inside the Corporation:

- Planning & Development staff
- Municipal co-workers (By-law Enforcement, Fire, Public Works, Clerks, Treasury)
- Tatham Engineering (Sewage System Approval Consultant for the Township) staff
- Committee Members
- Mayor and Members of Council



Outside the Corporation:

- Explain building inspection reports to builders and contractors.
- Aid customers and Township residents with questions related to the Building Department.
- Work with Designers, Architects and Engineers on their designs/plans.
- Respond to questions from Lawyers and Real Estate Sales office and other private companies.
- Correspond with the Ministry of Housing and Municipal Affairs on questions related to the OBC.
- Interact and obtain information related to the OBC from other Building Departments.

Education / Experience / Skills Training

- A minimum three-year college diploma in a related field such as Architectural Technology, Construction Engineering Technology or Civil Engineering Technology.
- A minimum of three years of municipal building department experience.
- Possess a valid "G" driver's license with a clean driver's abstract.
- Registered and Qualified with the Ministry of Municipal Affairs and housing with a minimum in the following areas of specialization: Powers and Duties of Chief Building Officials, On-site Sewage Systems, House, Plumbing House and HVAC House. Other areas may be required by the Chief Building Official depending on the needs of the Township.
- Certified Building Code Official (C.B.C.O.) or Building Code Qualified (B.C.Q.) designation as assigned by the Ontario Building Officials Association (OBOA)
- Must maintain certification with the Ministry of Municipal Affairs and Housing through specialized on-going courses and yearly registration renewals.
- Must stay current with innovative construction methods, materials and building systems through seminars and workshops.
- Detailed knowledge of health and safety regulations, requirements and best practices to ensure a safe working environment.
- Certification in WHMIS.
- Certification in Working at Heights and Trench Safety through Construction Workplace Safety Training.
- Ability to operate a personal computer and be competent with all Microsoft Office programs and ability to learn all applicable municipal programs and systems.
- Effective oral and written communication skills.
- Register yearly with the Ministry of Municipal Affairs and Housing.
- Willingness to attend courses and seminars to maintain competency and gain maintenance points through the Ontario Building Officials Association (OBOA).
- First Aid & CPR Certification would be an asset.

Outcomes of Error

- Inspection and plans review are not subject to regular checks by the supervisor although work is subject to yearly random audit completed by a Building Code Consultant.
- Error by employee could result in significant monetary loss to the Township by way of lawsuit or property damage.
- In extreme cases error during inspections could cause serious impairment or death of the employee or other occupants of the job site.



- Error by employee could result in an embarrassing situation for the Township causing loss of good will and create a negative impact with residents and contractors.
- Misinterpretation of data or inaccurate information can reflect poorly on the Township and can have long term consequences.
- Negative outcomes can bear heavily on mental health.

Physical and Mental Demands

Physical Environment:

- Activities are split between the office, vehicle and outside work. Extensive driving is required.
- Exposure to year-round varying weather conditions when on job sites.
- Work near moving machinery and equipment on job sites.
- Working in construction zones or other areas of higher risk exposure to hazardous substances (fumes, dusts, chemicals, etc.) which may pose discomfort or health risk.
- Workplace physical hazards are encountered during site inspections which require additional safety precautions.
- General office working conditions with frequent interruptions.

Physical Effort:

- Perform occasional physical exertion such as climbing, lifting, stooping, bending, crawling kneeling, crouching, and balancing on uneven surfaces.
- Walking and standing.
- Sitting at a desk.
- Driving.

Sensory Demands:

- Extensive visual attention required during inspections to be aware of your surroundings. The ability to write reports and review plans while navigating a job site.
- Exposure to loud noises on job sites while completing reports and Inspections.
- Work in office with frequent interruptions in person or by phone.
- High concentration required while reviewing plans.

Mental Demand (Stress):

- Responsible for meeting legislative timelines under the OBC.
- Being able to make on the spot decisions without consultation.
- Responsible for review of plans and on site-inspections to conform the OBC.
- Dealing with disgruntled members of the public in office and on job sites.
- During office attendance, this position is required to be available for public consultation either in person or by phone resulting in frequent interruptions.
- Constant concern over decisions you have made during plans review or site inspection process.



Working Conditions

- Regular working hours of 9:00 a.m to 4:30 p.m. with possible overtime due to workload.
- Work to Ministry legislated time lines on plan reviews and inspections.
- Some out of town travel may be required to attend courses, seminars, conferences, meetings or court proceedings as required.

Confidentiality

Maintain confidentiality of sensitive information accessible to this position. Aware of the requirements of the Municipal Freedom of Information Act.

Health and Safety

Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.

Review

Supervisor: Chief Building Official

Date: September 1, 2022