

Corporation of the Town of Marathon
Position Description

Position Title: Chief Building Official

Reports To: Chief Administrative Officer/Clerk

Position Description: Under the direction of the Chief Administrative Officer (CAO), the Chief Building Official is responsible for enforcing the Building Code Act and regulations in accordance with the Provincial statutes and municipal by-laws. The CBO manages all aspects of the Building Division from the building permit application intake, plans review and inspection to ensure the health and safety requirements are met for new construction and renovations. The CBO will have overall responsibility and statutory duties as defined under the Building Code Act.

Responsibilities:

1. Manages the planning function within the municipality including administration and amendments of zoning by-laws, development applications and permits, site plan control, consents, minor variances, building standards, property standards, and the official plan
2. Performs duties of Chief Building Official under the requirements of the Building Code, conducts field inspections to ensure compliance with by-laws and statutes, and reviews building permit applications, issues building permits and conducts building inspections as necessary
3. Assists the Deputy Clerk with the management of corporate building and property holdings, including land and building acquisitions or disposals
4. Liaises with government ministries, the public, and the business community.
5. Assists Fire Chief with respect to Fire Code inspections and enforcement.
- 5 Working under the authority of the Building Code Act in the capacity of Property Standards Officer enforce property standards of the municipality, conduct investigations through, but not limited to, inspections of buildings, structures and property to ensure compliance with the Ontario Building Code and relevant municipal by-laws and other duties associated with the Building Code as directed by the Chief Building Official.
6. Works in a safe manner in accordance with the Occupational Health and Safety Act and Regulations
7. Performs other duties as required

Qualifications:

- Degree or diploma in architecture, civil technology, municipal planning or a field closely related to the building industry and five (5) years progressive experience in a related field
- Thorough knowledge of Municipal Act, Planning Acts, Building Code & Act, and all other acts and regulations related to the position
- Current certification as a Chief Building Official under the Ontario Building Code Act
- Excellent supervisory and interpersonal skills
- Excellent organizational and time management skills
- Excellent written and verbal communication skills
- Working knowledge of computers and Microsoft Office Suite software (word processing, spreadsheet)
- Valid Class G Drivers License
- Must provide a vulnerable sector check satisfactory to the Employer
- Willing to attend meetings outside normal work hours, including periodic weekend and evening on-call duties and/or responding to after-hours emergencies as required

Employee's Signature: _____

CAO's Signature: _____

Date: _____, 20____ 03/21