



Mississippi  
Mills

## **POSITION DESCRIPTION**

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POSITION:	SENIOR BUILDING OFFICIAL – ADMINISTRATION AND ENFORCEMENT
DEPARTMENT:	DEVELOPMENT SERVICES
CURRENT ISSUE:	JULY 2025
NEXT REVISION:	JULY 2030
AFFILIATION:	NON-UNION

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### **POSITION SUMMARY:**

Reporting to the Chief Building Official, the Senior Building Official shall carry out the Municipality's mandate under the Ontario Building Code Act and other applicable Municipal By-laws.

### **DUTIES AND RESPONSIBILITIES:**

1. Writing, editing, or providing input for reports, policies, and procedures as needed.
2. Following up on current & historical open building permit files, orders to comply and other legacy files to confirm or obtain compliance with applicable legislation.
3. Issue Orders relating to the terms of permits issued and/or regulations violated, including following through with progressive enforcement.
4. Be the lead on legal files as required, responding to judge/justice of the peace requests by preparing evidence, producing documentation, appearing in court, and recommending penalties for violations of applicable law.
5. Performing plans reviews and issuing permits for building permit applications for all types of construction.
6. Conducting pre-consultation meetings and assist applicants in filing complete building permit applications.
7. Reviewing and calculating development charges in accordance with the Development Charges By-law, including corresponding with applicants who are objecting to development charges advising them of the process to formally object to development charges.
8. Reviewing and issuing pool enclosure and sign permits.
9. Preparing and maintaining accurate records for all permits, applications and correspondence with members of the public, co-workers and senior management team.
10. Conducting building permit inspections as needed; issuing inspection reports and occupancy permits in accordance with the Ontario Building Code.

11. Reviewing and commenting, as needed, on planning and development related applications (i.e. site plans, minor variances, zoning by-law amendments) and respond to other requests for information from the planning and engineering teams and other departments.
12. Participating in ongoing training and development.
13. Maintaining awareness and understanding of current and emerging trends and products in the construction industry.
14. Serving as an appointed By-law Enforcement Officer and Property Standards Officer and conduct investigations related to the same on a limited, as-needed basis.
15. Performing other duties as assigned.

#### **QUALIFICATIONS:**

- Post-secondary education in construction inspection techniques, plans examination and interpretation and/or equivalent experience.
- Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the following categories: Small Buildings; Large Buildings; Plumbing – All Buildings; Building Services; Building Structural; CBO Legal.
- Complex Buildings and Fire Protection qualifications are considered an asset.
- Minimum of five years experience as a municipal building official.
- Knowledge and understanding of the Ontario Building Code Act, Ontario Building Code, Ontario Fire Code and applicable Municipal, Provincial and Federal laws.
- Eligibility for membership in the Ontario Building Officials Association and Municipal Law Enforcement Officers Association.
- Valid Class G Ontario Driver's License.
- Ability to efficiently and accurately read, interpret and evaluate construction drawings.
- Excellent communication skills both orally and in writing.
- Exceptional time management and decision-making skills.
- Sound working knowledge of computer programs including Microsoft Office and CGIS.

#### **PRINCIPAL ACCOUNTABILITIES:**

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.

- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers and other stakeholders. You are expected to always work in a safe manner and report any hazards or incidents as soon as possible.
- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions as expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

**APPROVAL:**

This position description has been approved by the Chief Building Official.

**TITLE**

**SIGNATURE**

**DATE**

Chief Building Official

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**INCUMBENT'S SIGNATURE**

I, \_\_\_\_\_, have read and understand the content of the above position description.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SR BUILDING OFFICIAL - PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK		FREQUENCY			
		Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position					
Standing – remaining on one's feet in an upright position without moving about or combined with walking					
Walking – moving about on foot on level or uneven surfaces					
Stooping/Bending – bending down and forward at the waist in a sitting or standing position					
Kneeling – bending legs to rest on one or both knees					
Crouching/Squatting – Bending down and forward by bending legs at knees					
Crawling – Moving about on hands and/or knees or feet.					
Twisting – Rotating upper torso left and right while sitting or standing					
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.					
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.					
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.					
Reaching – extending hands and/or arms below, at or above shoulder height					
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping					
Fingering – manipulating objects using the key, palmar or tip inch grip positions.					
Lifting	Under 10 lb. (4.5 kg)				
	10 – 20 lb. (4.5 – 9.0 kg)				
	20 – 40 lb. (9.0 – 18.0 kg)				
	Over 40 lb. (27.0 Kg)				
	Specify: Mechanical Lift				

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)			

**OTHER PHYSICAL/COGNITIVE REQUIREMENTS:** Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving		
Risk of Eye Strain	Constant viewing of computer monitors		
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions		

#### WORKING RELATIONSHIPS

<b>Internal</b>	Departmental staff; support staff; Fire Department; Public Works and Utilities
<b>External</b>	General public; trades and construction professionals; government agencies

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents						Providing information; follow-up on complaints and inquiries		
Stakeholders/Contractors						As team leader and member; supporting departments and unit activities, purchase orders		
Employees/Managers						Communicating, collaboration, consulting, providing direction, Performance accountability		
Members of Council						Providing information, seeking approval/direction		

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses						Supporting referred-in workload		

#### **ENVIRONMENTAL DEMANDS:**

The Sr. Building Official works in an office environment that may be fast-paced and dynamic. The nature of the job requires the Sr. Building Official to handle multiple tasks simultaneously and be able to prioritize effectively. As such, the ability to work under pressure and manage time efficiently is crucial. The office setting may be subject to frequent interruptions and a high level of activity. The Sr. Building Official may need to interact with various stakeholders, including government officials, community members, and other staff members. Excellent communication skills are essential to effectively convey information, listen to concerns, and collaborate with different individuals or groups. The Sr. Building Official relies heavily on computers and other office equipment for research, data analysis, drafting reports, and creating presentations. Additionally, the Sr. Building Official may be required to attend meetings, public hearings, or site visits outside of the office. Flexibility in terms of work hours and willingness to engage in fieldwork is expected.

#### **WORKING CONDITIONS:**

This position is required to work part-time hours primarily in an office environment with some fieldwork. After-hours meeting attendance may also be required.

**SUPERVISORY/MANAGEMENT ACCOUNTABILITIES:** As Required

**THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:**

\_\_\_\_\_

Departmental Manager

REVIEWED BY:

\_\_\_\_\_

Human Resources

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Incumbent