

Municipality of Northern Bruce Peninsula

Job Description

Deputy Chief Building Official/ Building Inspector



Purpose

Reporting to the Chief Building Official, the Deputy Chief Building Code Official (Deputy CBC)/Building Inspector is responsible for supporting the effective operation of the Building Department by ensuring compliance with the Ontario Building Code, applicable legislation, regulations, and municipal by-laws. This role involves the full scope of building services—from initial inquiries, review of drawings, and issuance of permits to conducting building and septic inspections, compliance reviews, and maintaining accurate records.

The Deputy CBC/Building Inspector also plays a key role in enforcing provincial and municipal policies to uphold public safety and consumer protection.

In addition to inspection duties, the position includes administrative responsibilities such as responding to public inquiries, providing information on permit processes, zoning, and building code requirements, and offering clear interpretations of relevant policies and regulations.

Primary Responsibilities

- Provides front-line support by responding to general public and contractor inquiries via phone and at the service counter, acting as backup for customer service.
- Reviews building permit applications, construction drawings, and site plans to ensure compliance with applicable legislation, including the Ontario Building Code, Building Code Act, and municipal Zoning By-laws.
- Assists applicants throughout the building permit process, offering guidance to ensure applications meet all relevant legal and regulatory requirements.
- Offers recommendations and technical support to applicants to help achieve compliance with the Ontario Building Code, Building Code Act, and other applicable laws.
- Prepares building permits in accordance with legislative requirements and under the direction of the Chief Building Official.
- Conducts inspections on buildings and on-site sewage systems as authorized by issued building permits, ensuring compliance with the Ontario Building Code.
- Maintains detailed and accurate records of all inspections and site visits in accordance with departmental procedures and best practices.

- Prepares Orders to Comply and other enforcement documentation under the Ontario Building Code and Building Code Act as necessary.
- Provides clear and accurate information regarding applicable by-laws, acts, and regulations relevant to the Building Department's operations.
- Investigates and responds to potential violations of the Building Code, escalating issues to the Chief Building Official as appropriate and preparing related correspondence and documentation.
- Assists with the coordination and scheduling of inspections, including assigning inspection tasks to self and other Building Department staff.
- Performs additional duties and special assignments as delegated by the Chief Building Official.
- Acts in the capacity of the Chief Building Official during their absence or when delegated authority is required.
- Attends Council, Committee, Planning, Development and other meetings, as required.
- Attends conferences, seminars, and meetings, reads documents and newsletters to keep abreast of current legislation.
- Performs other duties as assigned.

Qualifications

- Post-secondary diploma in a related field such as Building Sciences, Architectural Technology, Civil Engineering Technology, or a comparable discipline.
- Certified Building Code Official (CBCO) designation through the Ontario Building Officials Association (OBOA), or actively working toward certification
- Minimum of two (2) years of relevant experience in a municipal building or by-law enforcement environment.
- Strong technical knowledge in areas such as structural systems, HVAC, on-site sewage systems, plumbing, water systems, fire protection, and municipal by-laws.
- Solid understanding of applicable legislation, including the Ontario Building Code, Building Code Act, Municipal Act, Planning Act, Nutrient Management Act, and the Occupational Health and Safety Act.
- Proficiency in using computer applications and permitting software relevant to building inspection and records management.
- Excellent communication, interpersonal, and conflict resolution skills, with the ability to interact professionally and tactfully with the public, contractors, and colleagues.
- Valid Ontario Driver's Licence.

Working Conditions

- Regular travel throughout the Municipality.
- Constant interruptions and requirements to work on several matters simultaneously.
- Potential for stressful interactions with members of the public, builders.

- Works independently often and takes independent action when required to resolve straightforward requests or urgent situations in the field.
- Half the time work is conducted in all weather conditions, with half the time working within an office environment.
- Working on construction sites include environments that may be dusty, noisy, and fumes.
- 37.5 hours of work per week with overtime as required. Hours of work include evening and weekend emergencies.