



TOWNSHIP OF CENTRAL FRONTENAC

JOB DESCRIPTION – JANUARY 2017

POSITION: MANAGER OF DEVELOPMENT SERVICES/CBO

DEPARTMENT: BUILDING & PLANNING

REPORTS TO: CLERK ADMINISTRATOR

PURPOSE OF THE POSITION:

To administer the processes required by the Building Code act and enforce the regulations set out in the Building Code and other applicable law such as zoning

To assist the public to build in the Township and facilitate construction in accordance with legal requirements

To administer all planning matters and co-ordinate with external agencies and other levels of government to ensure all legislated planning requirements are met.

To assist the public with all planning matters and to ensure all zoning requirements are met.

RESPONSIBILITIES:

- Ensure that all development or improvements of property within the Township are in compliance with the Building Code, Official Plan and Zoning By-laws and other legislation.
- Assist the Clerk/Administrator by preparing proposals for Council for development and implementation of procedures to ensure that construction practices are in accordance with appropriate by-laws and legislation including the Building Code.
- Require that all applications for building permit contain proper drawings, specifications and other information necessary for the issue of a permit.
- Examine applications for building permit to ensure compliance with Official Plan, Zoning, Subdivision Agreement and Site Plan agreements and including plot plans to ensure proper location of buildings on the lot.
- Examine all drawings and specifications for proposed buildings to ensure compliance with the Building Code and to assist the applicant to ensure compliance by pointing out any deficiencies.
- Advise all applicants for a building permit of the names and contacts of other agencies that have requirements for building standards before construction can commence such as Ontario Hydro, Public Health, Roads Department and Conservation Authorities.
- Advise all applicants of any requirements for Official Plan, Zone Change or Minor Variance Applications and refer to appropriate staff person.
- Issue building permits if all aspects of the application meet the necessary requirements and by-laws.
- Issue reports to Council on a monthly basis of building permit applications within the Township including information on compliance with the Official Plan and Zoning.

- Prepare reports and other information required by senior levels of Government and Agencies.
- Prepare a deficiency list for any building not complying with requirements and ensure that deficiencies are corrected prior to occupancy of the building and to issue an order or orders to comply.
- Issue an Occupancy Permit when all requirements for proper construction have been met.
- Maintain records of permits issued, inspection reports, deficiency lists and occupancy permits for all properties in a suitable computer system.
- Assist with the preparation of the annual budget for building, planning and facilities department.
- Ensure that the Development services assistant is trained and able to distribute building permit applications, explain building permit requirements, and evaluate applications with regard to planning matters
- Coordinate and participate in site visits related to building and planning applications, where applicable, with the County Planner, Public Health and Conservation authorities.
- Enforce the by-laws of the Township regarding Official Plan, zoning, building, property standards and site plan agreements.
- Assist the general public with the interpretation of all planning documents and related policies.
- Keep current with regard to planning legislation and recommend policies and procedures to the Clerk Administrator as required by legislation and good legal practice.
- Provide assistance to the County Planner as it relates to the 5-year review of the Official Plan and Zoning by-law.
- Work with the GIS Coordinator to ensure that property data is entered in the GIS pursuant to building approvals and completions
- Discharge other duties and responsibilities as may from time to time be assigned by the Clerk-Administrator or Council.

SUPERVISION RECEIVED

- Works under the direct supervision of the Clerk Administrator.

EDUCATION/QUALIFICATIONS/SKILLS

- At least 5 years experience as a building inspector, or directly-equivalent experience, in a management level with hands-on experience in dealing with the duties and responsibilities and in serving the public directly.
- Possesses Provincial certification as CBO and as Plans Examiner/Inspector for at least Part 9 and plumbing. Part 3 and part 11 certification preferred.
- Has completed Community College diploma in a directly related field; or has completed apprenticeship and obtained license in directly related field; or an equivalent combination of education and experience
- Familiarity with computer operations and programs relevant to building inspection records and ability to use same.

- Ability to be a team player under the direction of the Clerk Administrator
- Knowledge of and ability to interpret and implement Provincial legislation, the Building Code, Official Plan and Zoning By-laws as well as municipal policies.
- Ability to communicate with the general public and contractors to ensure that proper standards are met.
- Knowledge of computer systems and programs in common municipal use, including familiarity with GIS applications.
- Familiarity with municipal planning administration.
- Demonstrated ability to maintain a high degree of confidentiality and sound judgement, with the ability to exercise discretion and tact.
- Must possess valid Ontario Driver's License and satisfactory CPIC.
- Tact, clarity, and effectiveness required. Possess excellent communication skills and strong interpersonal skills to liaise with other municipal staff, management, other agencies and levels of Government, and members of the public.
- Ability to communicate with the general public including dealing with contractors to ensure that proper standards are met.
- Ability to effectively explain new legislation, complex planning policies and processes, and the recommendations. A strong professional relationship with the Committee of Adjustment is also required of this position.

Internal

- Work with Council, Committee of Adjustment, the Clerk Administrator and other departments and staff.

External

- Work with members of the public, a wide variety of agencies, other governments, developers and builders, in order to obtain cooperation and approvals. Frequent liaison with the County Planner.

COMPENSATION

- Based on a 35 hour work week, and in accordance with the Salary Schedule adopted by Council and amended from time to time.
- Benefits in accordance with Township policies.

WORK ENVIRONMENT

- Work mostly in an office environment, however, may be required to work long hours and in all types of weather conditions depending upon the construction season.