



POSITION DESCRIPTION

CHIEF BUILDING OFFICIAL

Posted: December 2025

REPORTS TO:

Chief Administrative Officer

POSITION SUMMARY:

The Chief Building Official contributes to the safety and well-being of the residents and visitors to the Township through the administration and enforcement of the Ontario Building Code Act, Ontario Fire Code, Planning Act, Municipal Act, Property Standards By-Law, and other related By-Laws.

MAJOR DUTIES & RESPONSIBILITIES:

Building Official

1. Responsible for administering and managing of the day-to-day functions of the building department of the Township of Armour.
2. Required by legislation (The Ontario Building Code Act and Regulations) to enforce the Ontario Building Code Act by conducting physical inspections of buildings.
3. Processes building permit applications (Ontario Building Code Act and Township By-Laws); receives and reviews applications; discusses applications with property owners and/or their representatives; explains the content and intent of the Building code.
4. Review building plans, conducts regular inspections, and/or directs the Building Inspector in inspection procedures/requirements.
5. Performs detailed site inspections to ensure construction is in compliance with the Ontario Building Code Act and associated regulations and guidelines.
6. Issues various Orders as required under the Code for non-compliance; prepares written orders, and documents the reasons for their issue.
7. Review and comment on planning and development related applications (i.e. Site Plan, Minor Variance, Zoning By-Law Amendment, etc.) and responds to other requests for information such as special occasion permits, questionnaires, surveys, etc. related to Building Code Related matters.
8. Assists the Fire Chief and Deputy Fire Chiefs with respect to Fire Code inspections and enforcement.
9. Prepares monthly written reports for Council, CMHC and Statistics Canada
10. Responds to lawyer inquiries concerning building, zoning and drainage matters.



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11. Reviews all applicable By-Laws, agreements, regulations prior to issuance of permits.
12. Review plans and specification for the issuing of building permits Issue building permits.
13. Issue final and occupancy certificates.

Plumbing Inspector

1. Inspection and enforcement of Ontario Building Code, Part 7 (Plumbing).
2. Reviews plumbing plans for compliance with regulations of the Ontario Building Code.
3. Conducts on-site inspection of plumbing installations.
4. Conducts on-site inspection on in floor Hydronics installations.
5. Issues various Orders as required under the Code for non-compliances; prepares written orders, and documents the reasons for their issue.

WETT Inspections

1. Issue permits for the installation of solid fuel appliance.
2. Inspect components of solid fuel appliance.
3. Issue compliance certificates.
4. Identify unsafe installations if on site for other duties.
5. Maintain qualification for inspection of solid fuel appliance.
6. By-Law Compliance Investigator.
7. Provides support and investigative services for planning purposes.
8. Appointed as Provincial Offences Officer for inspection and enforcement of Municipal By-Laws.
9. Attends Court to present evidence, give testimony.
10. Maintains accurate records of By-Law compliance activities.



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11. Issues tickets and summonses.
12. Maintains training and education in By-Law investigative techniques, law of entry, etc.

Property Standards Officer

1. Designated as Property Standards Officer under legislation for purposes of enforcing the Township's Property Standards By-Law.
2. Maintains accurate and detailed records and ensures adherence to all statutes, regulations, by-laws and other applicable policies and procedures.
3. Investigates property standards complaints.
4. Investigate structural integrity of building versus occupancy.
5. Issue orders relating to OBC.

Zoning Officer

1. Reviews and comments on planning applications, when required.
2. Discusses and clarifies planning rules and regulations with ratepayers, builders, developers, etc.
3. Recommends policy procedures to Director of Planning and Development, Council, Planning and Development Department Staff on planning and development matters.

Other

1. Works with the Clerk-Administrator and Fire Department to help ensure efficient and effective procedures and policies for new development and redevelopment within the Township.
2. Responsible for administration and liaison duties as they pertain to the foregoing responsibilities.
3. Develops and recommends policy on the performance of inspection and enforcement duties.
4. Provides input on Operating and Capital Budgets for areas of responsibility.
5. Reviews and recommends fees for areas of responsibility.



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6. Maintains an effective liaison with other staff and various Ministry representatives in the performance of responsibilities.
7. Maintains knowledge, skills and expertise at a high level by attending appropriate courses, training seminars, conferences and by selected reading.
8. Provides assistance and direction to other Township staff and departments with respect to facility inspections, maintenance and capital improvements of Township facilities.
9. Attend regular OBOA meetings and training sessions.
10. Attend site visits to assure compliance with zoning By-Law and OBC's requirements.
11. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
12. Other related duties, as requested and required.

EDUCATION / EXPERIENCE / SKILLS:

1. Post-Secondary degree or diploma in Architectural, Civil Engineering, Mechanical Engineering or Building Code Technology.
2. Successful completion of the Ministry of Municipal Affairs and Housing Examination Program including General Legal/Process, House, Small Buildings, HVAC House, Building Structural, Plumbing House. Successful completion of other categories of qualification is an asset.
3. Technical competence is vital in avoiding legal actions against the Municipality due to improper decisions or delays and to avoid unnecessary costs to the development and construction industries.
4. Designation as a Certified Building Code Official (CBCO) and membership in the Ontario Building Officials Association (OBOA).
5. Certification with the Ontario Plumbing Inspectors Association and/or the Ontario Association of Property Standards Officers is an asset.



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6. Good working knowledge of the Ontario Building Code Act and Regulations, familiarity with building materials, construction and procedures, ability to read and understand plans and construction drawings.
7. Ability to interpret and apply by-laws and other legislation as outlined in the Building Code Act and the Ontario Building Code.
8. Excellent oral and written communication skills including superior report writing and interpersonal skills.
9. Possess strong computer skills and proficiency in Windows based software including Word and Excel. Knowledge of information tracking database software (GIS) would be an asset.
10. Minimum 2 years related experience in a Building Official or Municipal By-Law Enforcement role in a Municipal environment.
11. Maintain a valid Ontario Class G Drivers' License and a clean driver's abstract.

Independence of Action

Works independently within regulatory and policy guidelines. May be required to change established methods or procedures. Ensures duties are performed with the expressed aim of protecting the Corporation from liability claims. Performance is monitored by the Clerk-Administrator.

Mental Effort

The nature and variety of duties place this position in a high public profile. Stress is a factor due to close interaction with the public regarding conflicts concerning inspections and by-law enforcement.

Physical Effort

Work is generally performed in a normal office environment, but includes inspections which will require standing, climbing stairs, walking on uneven surfaces and lifting weights not usually exceeding 10 kg.

Dexterity

The job includes some computer work and some calculator work, which requires coordination of coarse and fine movements, where speed is a minor consideration.

Accountability

The position has to apply many laws and regulations and mistakes could result in a serious loss of time, resources and money and could cause a limited impact on the Township's public image.



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Safety of Others

The position usually requires some degree of care to prevent injury or harm to others.

Supervision

This position requires the incumbent to assume some of the normal supervisory responsibilities over others as it pertains to building matters.

Contacts

The position has many contacts with the public, different levels of governments, developers, etc., which are of difficult, specialized and/or sensitive in nature and require discussion and resolution of problems by presenting or obtaining detailed information.

Working Conditions

Routine inspections are performed in regular outdoor construction conditions and can include responding to escalated situations (e.g. illegal development). Exposed occasionally to noise, extreme temperatures, dirt, dust, wetness/humidity, darkness/poor lighting, elevated workplaces, mechanical hazards, fire hazards, and electrical hazards, irritants such as insulation, fumes/gas, odours and sudden temperature changes.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.