



Job Description

The Corporation of the Township of Augusta

Position title: Deputy Chief Building Official

Department: Building

Reports To: Chief Building Official

Classification: Pay band 9 - \$82,276 to \$95,457 (2025 rates) - Non-union/exempt

Position Summary:

This role is responsible for providing technical and administrative support to the Building Department of the Township of Augusta. This position provides support and back up to the CBO during his/her absence.

Position Responsibilities:

- Inspection of buildings during construction to ensure compliance with the approved plans and the Ontario Building Code, write inspection notes and “Orders to Comply” as necessary to achieve compliance.
- Review of drawings to ensure compliance with the Ontario Building Code, Municipal By-laws and other applicable laws.
- Assist in reviewing permit applications for completion and for permit issuance.
- Administrative documentation of inspections and permits into various systems.
- Enforcing relevant Township By-laws, performing field investigations and follow-up actions to achieve compliance.
- Receive calls and assist caller in obtaining information related to their request to a successful conclusion, regardless of applicability to department disciplines.
- Provide information with respect to general inquiries of Building Code and Planning initiatives, along with other municipal by-laws and programs.
- Be a resource of information for frequently asked questions, code requirements, and general building science principles.
- Counter reception assisting persons in obtaining their requested information.
- Provide support and assist in the preparation of Council reports as required.
- Provide Information with respect to administrative guidelines of the municipality and other related agencies.
- Provide feedback to permit holders on inspection status, work orders, follow-up and closure
- Maintain building files and records systems.
- Process CMHC, Tarion, MPAC, and Stats Canada Reports.
- Receive complaints and forward to appropriate department personnel.

- Use conflict resolution and listening skills to ease complainant's inquiries.
- Use a high level of professionalism, discretion, and protection of privacy at all times.
- Provide assistance to the Chief Building Official and Planner.
- Follow the municipalities and the Building Code Act Code of Conduct for inspectors.
- Other duties as assigned.

Act as the Chief Building Official when required (*Description and Duties*)

- Perform all statutory and operational requirements of a Chief Building Official
- Be responsible for the administration and enforcement of the Building Code Act, Ontario Building Code, relevant Provincial laws and municipal by-laws
- Ensures professional competencies are met and maintained and that excellent customer services are delivered
- Issue Building Permits and swimming pool enclosure permits
- Provide assistance to the Fire Chief and Planner
- Review and manage work of Building Inspectors if applicable
- Attend meetings as required to share knowledge and skills
- Able to adapt to different working environments
- Working hours will occasionally include weekends and evenings
- Able to work in stressful situations for extended periods of time
- Able to deal with difficult situations which require appropriate reactions to emergency situations and/or aggressive persons
- Able to lead a variety of projects at the same time (heavy workload)
- Liaise with the fire department, law enforcement, and other agency officials.
- Establish goals and objectives, providing direction and guidance on standards and principles of operation as they relate to building and construction
- Perform other duties as directed, and undertake special projects as assigned
- Manage and coordinate building department activities
- Issue Orders to Comply, Stop Work Orders, Orders to Uncover and Orders Prohibiting Occupancy and any other relevant Building Code Orders.
- Other related duties as assigned

Experience and Qualifications:

- A minimum 2 years of recent related municipal or public section experience as a building inspector and plans examiner, enforcing and administering building permit processes in accordance with the Building Code.
- College diploma in Architectural, construction engineering related field or similar field of study
- Ministry of Municipal Affairs and Housing (MMAH) qualification in the following categories:
 - Powers and Duties of a Chief Building Official
 - Small Buildings
 - Plumbing All Buildings
 - Building Services
- Preference is given to those who have the following qualification with the MMAH and certification with the Ontario Building Official's Association:

- Building Structural
- Large Buildings
- Complex Buildings
- Certified Building Code Official – CBCO
- Building Code Qualified – BCQ
- Possesses strong technical, organizational, analytical, and human relations skills.
- Ability to read blue prints and design specifications and analyze for compliance with the building code, municipal by-laws and other applicable laws
- Willingness to learn and conduct research.
- Continuing professional development as required to maintain qualifications.
- Adaptable to changing work environments, and multi-tasking between unrelated disciplines.
- Maintaining accurate and detailed records of inspections and investigations.
- Willing to accept responsibility and demonstrate initiative. Skills in problem solving and must be solution oriented.
- Possesses the ability to organize department activities, interact with the public and staff, meet deadlines, and work under pressure.
- Emphasis is placed on the practical demands of the job, confidentiality, and professional ethics.
- Ability to work on a number of projects and tasks simultaneously and prioritize accordingly.
- Strong computer skills, and a good knowledge of standard business software.
- Exceptional interpersonal and communication skills with a confident and pleasant disposition, and able to defuse situations and work towards resolutions when possible.
- Must be culturally sensitive and able to interact effectively with diverse groups.
- Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
- Other assets and disciplines that would augment the required skill set are: Municipal Experience, Conflict Resolution, Technical Writing, Legal Courses, Law Enforcement Experience, WHMIS Training, Health and Safety Certification.

Health & Safety Responsibilities:

- To learn, understand and practice standard Township operating procedures.
- To be familiar with and comply with the provisions of the Occupational Health and Safety Act
- Act and Regulations, and the Township Health and Safety Policies and Procedures.
- To take every precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.
- To report any occupational injury or illness immediately to their supervisor.
- To use personal protective equipment, where required.
- To maintain required up to date training for Building Officials.
- To report any contravention of the Occupational Health and Safety Act.

Contacts:

Incumbent communicates regularly with Council, Committees, municipal staff, staff of other municipalities, the public and Provincial ministries and government agencies.

Hours of Work:

Regular office hours 8:30 a.m. to 4:30 p.m.– Full time position, 37.5 hours per week. May be required to provide service after hours, weekends and statutory holidays as needed.

Acknowledgments

Position	Signature	Date
Incumbent – NA		
CAO		