

Job Description

Building Division Assistant



Position Synopsis and Purpose

The Building Division Assistant, as directed by the Deputy Chief Building Official/By-law Enforcement Officer, carries out administrative duties under building codes, Municipal by-laws, and related legislation. This position ensures the objective of structural safety, construction safety, fire safety, health, accessibility and the protection of buildings in order to protect the public from undue public health, hygiene and safety risks caused by improperly designed and constructed buildings. The incumbent will assist the development community with applying for building permits, conduct plan reviews of building permit applications and assist the building division team as required.



Responsibilities

Description	Approx. Time Spent
<p>Building Permit Applications / Plans Review</p> <ul style="list-style-type: none"> As a member of the Building Division team, acts as the primary contact with the public for building permit applications or requesting information with respect to building codes and municipal by-laws Examines application submissions for compliance with respect to the Ontario Building Code and applicable laws, by-laws and zoning for low rise residential projects Responds to counter for building inquiries, checks for completeness of building permit applications submitted, reviews technical information and reports being submitted, and advises applicants on procedures and process to be complete Calculates fees for permits, inspections, and other municipal by-laws Data entry of Building Permit Applications into Keystone, plans examination information and other general information 	<p>50%</p>

Description	Approx. Time Spent
<p>Communication / Liaison</p> <ul style="list-style-type: none"> Assists with answers to general public questions and complaints relating to current and proposed construction projects, Ontario Building Code, Building Code Act, Municipal By-laws, fees, zoning information, inspections and liaise with owners, contractors and other professionals Provides interpretation of Ontario Building Code, Building Code Act, and Municipal By-laws for owners, contractors, and other professionals Assists applicants when applying for building permits electronically using the municipality's <i>Evolve</i> program 	25%
<p>By-law Enforcement</p> <ul style="list-style-type: none"> Receives and forwards complaints, from the public to building division staff, concerning violation of the Ontario Building Code and Municipal By-laws Interprets municipal by-laws and related practices for the public and other interested parties 	15%
<p>Other Duties</p> <ul style="list-style-type: none"> Conducts other duties as directed by Director of Building Services/CBO Maintains familiarity with current construction practices Maintains an in-depth knowledge of the building codes and Municipal by-laws 	10%

Note: All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

In accordance with the Municipality of Middlesex Centre's COVID-19 Vaccination Administration Policy, all employees are required to provide proof of being fully vaccinated as a condition of hire, subject to accommodations required in accordance with the *Ontario Human Rights Code*.



Minimum Qualifications

Education (degree/diploma/certifications)

- Completion of 1st Year of a three (3) year post-secondary college diploma in Architectural or Construction Technology, or Civil Engineering (must currently be enrolled)
- Successful completion of some or all of the Ontario Ministry of Municipal Affairs and Housing Building Inspector qualifications including the Chief Building Official (Legal), House, Small Buildings, Large Buildings, Complex Buildings, Building Services, HVAC House, Plumbing – All Buildings, Detection, Lighting and Power, Fire Protection, Onsite Sewage Systems and Building Structural exams, and any further regulatory requirements as described under the Building Code Act
- Enrolled in a variety of courses related to building, by-law enforcement and conflict management is an asset

Experience

- Experience in the construction industry or similar experience in building inspections and /or by-law enforcement experience is an asset

Knowledge/Skill/Ability

- Thorough knowledge of the *Ontario Fire Code, Building Code Act, Ontario Building Code, and Occupational Health and Safety Act*
- Must possess a current valid class 'G2 or G' drivers licence with a clean driving abstract
- Computer literacy using database systems and processing programs and plans review software such as AutoCAD, Bluebeam and AdobePro
- Knowledge and understanding of the current Ontario Building Code and Building Code Act
- Strong organizational skills
- Ability to work both independently and as part of a team
- Strong interpersonal / customer service skills to relate and provide information to the public

Note: As a condition of employment, the incumbent must provide a successful criminal background check and a clean driver's abstract.



Work Setting

Contacts

Contact	Frequency	Nature of Interaction
Public	Constant – every day for most of the day	Provide interpretation of Ontario Building Code, Building Code Act, Municipal By-laws for owners, contractors and other professionals. Assist in applying for permits.
Building / Construction Industry	Constant – every day for most of the day	Interaction and liaison with contractors, other professionals, home builders etc.
Other Municipalities	Rare – once in a while	Service agreements with other municipalities for by-law enforcement and building inspections
Other Departments	Occasional – bi-weekly to monthly	Interaction and sharing of information relating to problems, common issues and strategies

Work Conditions

- Prolonged sitting, heaving visual concentration and manual dexterity are required when using a personal computer approximately 50% of the time
- Approximately 90% of this positions time is spent in an office setting, assisting with building permit applications and conducting plan reviews

- Assisting building division with file and records management
- The additional 10% of time is spent gaining experience in the field of building inspections with a building inspector
- Performs work in accordance with the Occupational Health and Safety Act and uses personal protective equipment to mitigate risk. Please note, the incumbent shall provide their own CSA certified protective footwear
- Interactions are generally courteous and collaborative; required to resolve conflict and ensure full understanding of information and decisions
- Normal hours of work are 8:30am-4:30pm Monday to Friday for a total of 37.5 hours per week.



Corporate Values

Respect: We are an open, courteous and inclusive workplace that values and celebrates the varied backgrounds and experiences of our community. We ensure every resident can participate in our community and engage with our municipal government.

Cooperation: We work in a spirit of trust, collaboration and partnership across departments and with our community to achieve our shared goals.

Innovation: We embrace innovation to improve our delivery of services. We take initiative, and are flexible and creative in anticipating and adapting to changing conditions.

Integrity: We take accountability for our actions and deliver what we promise. We are truthful and honest in how we do our job. We inspire public confidence and trust in our municipal government.



Position Classification

Position Title	Building Division Assistant
Division	Building Services
Department	Building
Classification	Non-Union
Branch	N.A.
Reports to (Direct)	Deputy Chief Building Official/By-law Enforcement Officer
Equivalency Code	N/A
Hours per Week	37.5
Effective Date	May 2, 2022
Revision Date	January 13, 2022