

# THE TOWNSHIP OF PAPINEAU-CAMERON

## POSITION DESCRIPTION

### CHIEF BUILDING OFFICIAL & MUNICIPAL ENFORCEMENT

**For the Combined Position of:**  
CHIEF BUILDING OFFICIAL  
BUILDING INSPECTOR  
PROPERTY STANDARDS BY-LAW OFFICER  
BY-LAW ENFORCEMENT OFFICER  
ANIMAL CONTROL OFFICER  
LANDFILL COORDINATOR

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#### POSITION TITLE:

Chief Building Official/ Building Inspector,  
Property Standards By-Law Officer,  
By-Law Enforcement Officer,  
Animal Control Officer, and  
Landfill Coordinator

#### REPORTS TO THE FOLLOWING POSITIONS – depending on the role functions:

- The Council of Papineau-Cameron Township
- The Township's CAO/Clerk-Treasurer
- The Township's Public Works Road Superintendent (Landfill Coordinator)

#### **A. CHIEF BUILDING OFFICIAL/BUILDING INSPECTOR**

##### RESPONSIBILITIES

- Work in accordance with the Ontario Building Code, Building Code Act, Provincial Offences Act, Zoning By-law, Minimum Property Standards By-Law, Site Plan By-Law, Lot Levies By-Law, U.L.C., C.S.A., the Fire Code, Ontario Plumbing Code, and any other applicable law.
- Protect and promote public safety within the Township of Papineau-Cameron, as it pertains to the Building Code Act and the Ontario Building Code.
- Protect and further the interests of the Corporation of the Township of Papineau-Cameron with regard to its legislated Building Code Act responsibilities.
- Maintain a positive workplace.
- Provide effective representation of the Building Department and the Corporation of the Township of Papineau-Cameron.
- Protect and further the interests of the Corporation of the Township of Papineau-Cameron with regard to its legislated Building Code Act responsibilities.
- Receive and review building permit applications to ensure the completion of applications including the required plans and all applicable laws and other approvals in compliance with applicable legislation and regulations.
- Collect, track, record and forward development charges.

- Manage the building inspection process to ensure that the requirements of relevant provincial codes, municipal by-laws and other applicable laws are upheld.
- Ensure the exercise of due diligence in all areas of building inspection operations.
- Enforce the Township's Zoning By-Law and oversee field zoning and official plan compliance processes to ensure properties are in compliance with zoning and other municipal and site plan requirements, including, without limitation, examining various pieces of legal and technical information (e.g. assessment records, registered plans of survey, previous and current building permits, decision minutes from Committee of Adjustment etc.) to ensure overall conformance with by-laws and any other applicable legislation and/regulation.
- Make decisions in all areas of responsibility within the scope of approved Township policies, procedures, as delegated by the Township of Papineau-Cameron, subject to applicable laws. In making decisions, assess and weigh numerous variables and making judgment calls based on technical expertise and knowledge of legislation, taking into consideration the seriousness of the situation and to determine the best course of action.
- Provide assistance and information to public, designers, and builders concerning the requirements of the Ontario Building Code.
- Ensure enforcement of the Building Code, including the preparation of summons, court briefs and representing the Municipality in court proceedings under the general direction of the Municipal solicitor.
- Provide comments on all planning applications as required as well as comments on planning development related applications such as site plans, minor variances, zoning by-law amendments, etc.
- Provide monthly and yearly statistical reports, and when requested, attends Committee and Council meetings.
- Performs other related duties as assigned by the CAO/Clerk-Treasurer which are in keeping with the terms and nature of this position.

## **QUALIFICATIONS**

- Must provide certification from the Ontario Building Officials Association as being a Certified Building Code Official (CBCO).
- Must provide certification & registration from the Ministry of Municipal Affairs and Housing as having a Building Code Official (CBCO) Legal certificate, and any other related certificates to permit residential houses, small buildings, accessory buildings, and building additions. (Legal General, House, Small Buildings, HVAC-House, Plumbing-House, Plumbing-All Buildings)
- Certified and registered as a Chief Building Official under the Ministry of Municipal Affairs and Housing, including the successful completion of the required Building Code Identification Number (BCIN) qualifications.
- Ability to read and understand plans, blueprints and building construction drawings and specifications.
- Excellent customer service skills.
- Excellent written and verbal communication skills
- Ability to use computer applications including Microsoft office applications, spreadsheet and database programs.
- Valid G Drivers License and personal transportation Vehicle required.

## **B. PROPERTY STANDARDS BY-LAW ENFORCEMENT OFFICER**

### **RESPONSIBILITIES**

- Administer and enforce the Township's Property Standards By-Law.
- Investigate complaints of By-Law infractions including site visits, witness interviews, consultation with property owner, and notify of contravention.
- Follow up on each call to ensure compliance with By-Laws.
- If legal proceeding is necessary, prepare the brief and appear in court to represent the Municipality.
- Interpret municipal By-Laws and related practices for the public and other interested parties.
- Maintain all required records and documentation of complaints and actions taken.
- Act as a representative of the Municipality, promoting good public relations while ensuring consistent and fair enforcement of By-Laws.
- Maintain liaison with police, court personnel, lawyers and others concerned with By-Law enforcement.
- Conduct investigations, inspections, and respond to complaints in a professional and timely manner to achieve compliance by utilizing excellent customer service skills.
- Take appropriate action based on investigative results, policies and procedures, including issuing notices, orders, penalties, tickets and summonses.
- Ensure the highest standards of confidentiality and integrity at all times.
- Co-operate with the municipal solicitor and court personnel in the preparation of prosecutions; appear as a witness in court actions to present facts regarding alleged infractions.
- Co-operate with police force and other Ministries or agencies in the conduct of their inquiries.
- Assist CAO/Clerk-Treasurer in the drafting of necessary By-Laws to be enacted for the betterment of the municipality.
- Due unexpected situations, conduct other duties related to or logically assigned to the position.
- Perform other related duties as assigned by the CAO/Clerk-Treasurer which are in keeping with the terms and nature of this position.

### **QUALIFICATIONS**

- Post Secondary degree or diploma in a relevant field (e.g. Protection, Security & Investigation Administration or Police Foundations).
- Municipal Law Enforcement Standards Officer Certification preferred.
- Excellent customer service skills.
- Excellent written and verbal communication skills
- Ability to use computer applications including Microsoft office applications, spreadsheet and database programs.
- Valid G Drivers License and personal transportation Vehicle required.

## **C. BY-LAW ENFORCEMENT OFFICER**

### **RESPONSIBILITIES**

- Enforce and seek compliance of Municipal By-Laws.
- Investigate complaints of By-Law infractions including site visits, witness interviews, consultation with property owner, and notification of contravention.
- Follow up on each call to ensure compliance with By-Laws.

- If legal proceeding is necessary, prepares the brief and appear in court to represent the Municipality.
- Interpret Municipal By-Laws and related practices for the public and other interested parties.
- Maintain all required records and documentation of complaints and actions taken.
- Act as a representative of the Municipality, promoting good public relations while ensuring consistent and fair enforcement of By-Laws.
- Maintain liaison with police, court personnel, lawyers and others concerned with By-Law enforcement.
- Conduct investigations, inspections, and respond to complaints in a professional and timely manner to achieve compliance by utilizing excellent customer service skills.
- Take appropriate action based on investigative results, policies and procedures, including issuing notices, orders, penalties, tickets and summonses.
- Ensure the highest standards of confidentiality and integrity at all times.
- Co-operate with the Municipal solicitor and court personnel in the preparation of prosecutions.
- Appear as a witness in court actions to present facts regarding alleged infractions.
- Co-operate with police force and other Ministries or agencies in the conduct of their inquiries.
- Assist CAO/Clerk-Treasurer in the drafting of necessary By-Laws to be enacted for the betterment of the municipality.
- Due to if the work is similar, conduct other duties related to or logically assigned to the position.
- Perform other related duties as assigned by the CAO/Clerk-Treasurer which are in keeping with the terms and nature of this position.

#### **QUALIFICATIONS**

- Post Secondary degree or diploma in a relevant field (e.g. Protection, Security & Investigation Administration or Police Foundations).
- Municipal Law Enforcement Standards Officers Certification preferred.
- Excellent customer service skills.
- Excellent written and verbal communication skills.
- Ability to use computer applications including Microsoft office applications, spreadsheet and database programs.
- Valid G Drivers License and personal transportation Vehicle required.

#### **D. ANIMAL CONTROL OFFICER**

##### **RESPONSIBILITIES**

- Administer and enforce the Township's Animal Control By-Laws.
- Issue tickets for Animal Control and By-Law infractions.
- Investigate complaints and violations under the applicable By-laws to this position.
- Respond to complaints for dogs running at large, bites, property damage or injuries.
- Locate stray dogs, promptly capture animals, if the dog is tagged try to notify the owners.
- If able to, notify the owner, and issue appropriate fine when the dog is delivered.
- If unable to locate the owner or issue a fine, promptly deliver animal to the North Bay Humane Society.
- Remove dead, injured or dangerous dogs from roads.
- Maintain records and files, logs all incidents concerning animal control.
- Prepare detailed daily reports of activities, time log and mileage

- Investigate violations of animal control by-laws and issue warning or penalties as require, and appear in court to testify regarding animal control cases.
- Maintain availability by telephone for consultation on emergencies.
- Carry out duties in conformance with Federal, Provincial and Municipal Laws.
- Investigate complaints of By-Law infractions including site visits, witness interviews, consultation with property owner, and notification of contravention. Follows up on each call to ensure compliance with By-Laws.
- If legal proceeding is necessary, prepares the brief and appear in court to represent the Municipality.
- Interpret Municipal By-Laws and related practices for the public and other interested parties.
- Maintain all required records and documentation of complaints and actions taken.
- Act as a representative of the Municipality, promoting good public relations while ensuring consistent and fair enforcement of By-Laws.
- Maintain liaison with police, court personnel, lawyers and others concerned with By-Law enforcement.
- Conduct investigations, inspections, and respond to complaints in a professional and timely manner to achieve compliance by utilizing excellent customer service skills.
- Take appropriate action based on investigative results, policies and procedures, including issuing notices, orders, penalties, tickets and summonses.
- Ensure the highest standards of confidentiality and integrity at all times.
- Co-operate with the municipal solicitor and court personnel in the preparation of prosecutions; appear as a witness in court actions to present facts regarding alleged infractions.
- Co-operate with police force and other Ministries or agencies in the conduct of their inquiries.
- Assist CAO/Clerk-Treasurer in the drafting of necessary By-Laws to be enacted for the betterment of the municipality.
- Due to if the work is similar, conduct other duties related to or logically assigned to the position.
- Performs other related duties as assigned by the CAO/Clerk-Treasurer which are in keeping with the terms and nature of this position.

## **QUALIFICATIONS**

- Post Secondary degree or diploma in a relevant field (e.g. Protection, Security & Investigation Administration or Police Foundations).
- Municipal Law Enforcement Standards Officer Certification preferred.
- Excellent customer service skills.
- Excellent written and verbal communication skills
- Ability to use computer applications including Microsoft office applications, spreadsheet and database programs.
- Valid G Drivers License and personal transportation Vehicle required.
- As a condition of employment, the successful candidate must submit a current successful Police Clearance Certificate from their local police service.

## **E. LANDFILL COORDINATOR**

### **RESPONSIBILITIES**

- Assist with technical landfill and environmental duties including but not limited to the regulatory compliance of the Landfill, Specific Landfill Programs, groundwater monitoring and sampling, landfill gas monitoring, emergency spill response and various recycling programs for unusual and/or hazardous materials.
- Assist as needed in the following areas: ground water monitoring, methane gas surface emission monitoring, drinking water monitoring, storm water monitoring, methane gas probe testing and leachate water discharge monitoring.
- Ability to review lab data to ensure parameters are within guidelines of acceptable legal requirements.
- Review technical data relating to ground water sampling, leachate sampling, drinking water sampling, and methane gas sampling to ensure the parameters are within regulatory limits.
- Ensure any processes related to environmental impacts and regulatory requirements fall within Standard Operating Procedures.
- Keep up to date with developments in environmental sciences, environmental impact of resource recovery industries and environmental regulations and laws.
- Assist or write manuals, emergency procedures and hazardous materials handling procedures.
- Establish and maintain a confidential detailed filing system.
- Schedule and organize activities such as meetings, training, and department activities for all members of the department such as Safety meetings, Safety Inspections, EMS training, Storm water, etc.
- Perform regularly scheduled sampling events of groundwater, storm water, industrial wastewater, landfill gas & industrial waste.
- Conscientiously operate and maintain a wide array of scientific and industrial equipment in a manner which promotes longevity and maximum value.
- Respond to emergency situations involving the release of hazardous materials providing both direction and physical support.
- Knowledge of Provincial and Federal environmental laws and regulations.
- Knowledge of dangers associated with handling hazardous materials and/ or waste.
- Knowledge of hazards and safety precautions required while working in a heavy industrial environment.
- Knowledge of emergency response procedures and ability to respond effectively.
- Skill in interpersonal relations and the exercise of good judgment and discretion in order to deal effectively with employees, vendors, customers, government officials, and the general public.
- Ability to work in a dynamic environment that requires adaption to change and responsiveness to changing goals, priorities, and needs.
- Perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Maintain records and write complete and concise reports.
- Maintain accurate records of recyclable materials collected.
- Assist with ensuring compliance with environmental regulations, applicable permits, plans and programs, including audits by outside consultants.
- Perform regularly scheduled sampling events of groundwater, storm-water, industrial wastewater, landfill gas & industrial waste.
- Provide updates for the web site that pertain to the landfill.

- Conduct Random Inspections of incoming commercial waste in an effort to ensure materials to be disposed are within acceptable permit limitations.
- Correspond with regulatory authorities as directed.
- Follows policies and procedures. Maintains any required training and licenses. Represents the department in a manner which demonstrates pride, competence, integrity and professionalism.
- Due to if the work is similar, conduct other duties related to or logically assigned to the position.
- Perform other related duties as assigned by the CAO/Clerk-Treasurer which are in keeping with the terms of this position.

## **QUALIFICATIONS**

- Any combination of education and/or experience equivalent to a bachelor's degree in environmental science or a natural science or similar field.
- Experience in the areas of physical/life science, chemistry, solid waste management or hazardous waste management.
- Experience in environmental sample collection.
- Excellent customer service skills.
- Excellent written and verbal communication skills
- Ability to use computer applications including Microsoft office applications, spreadsheet and database programs

## **ALL POSITIONS**

As a condition of offer of employment - Submission of a current successful Police Clearance Certificate from their local police service.

## **GENERAL CONDITIONS**

- Valid G Drivers License and personal transportation Vehicle
- Travel as required
- Willingness to take other courses as directed by the Municipality
- Work safely in accordance with the Occupational Health & Safety Act
- Perform other duties as requested commensurate with the position.

## **COMPETENCIES**

- Attention to Detail - Attend to details and pursue quality in the accomplishment of tasks.
- Client/Customer Focus - Provide superior service to both internal and external customers.
- Problem Solving - Ability to break down a situation into smaller pieces to identify key issues and figure out cause and effect relationships in order to solve. Use logic and analytical methods to come to a realistic solution.
- Professionalism - Demonstrate professional standards of conduct when governing interactions between individuals in a business environment.
- Teamwork- Work cooperatively and effectively with others to reach a common goals and participate actively in group activities fostering a team environment.

## **PHYSICAL SKILLS & EFFORT**

Capable of operating a digital camera and recorder, a calculator, a personal computer, inspection mirror, and a level; concentrated visual attention to examine photographs, prepare detailed reports, and to conduct non-standard inspections; daily walking, climbing, stooping, crouching, kneeling, and entering potentially vulnerable structures.

