



# Job Fact Sheet

This questionnaire asks you about your job – what you do. It is not concerned with your performance on the job. Please take time (we estimate about one hour) to complete it accurately. Attach extra pages or examples if necessary.

When you are finished, give it to your immediate supervisor. Your supervisor will review it with you. Each of you sign it when you are satisfied with it. Then return one legible copy as directed.

## 1. POSITION IDENTIFICATION

Organization: City of Yorkton

Div./Dept.: Building Services

Name:

Position Title: **Manager of Building Services**

Title of Immediate Supervisor: Director of Planning & Engineering

Location: City Hall

Date: May 31, 2010

Approval Signatures:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Manager

## 2. JOB DESCRIPTION

Consider the major activities or responsibilities you undertake (usually 3 to 6 of them). Describe each of them, by a phrase, at the top of each box. Estimate (to the nearest 5%) the percentage of time per year you spend on each. Then describe each activity using details or examples.

### Activity A: **Building Permits & Inspections (60%)**

- Plans examination and review for all buildings covered under The Uniform Building and Accessibility Standards Act & Regulations (UBAS Act & UBAS Regulations), and The National Building Code of Canada (NBCC) required to be permitted. Buildings falling under both Part 3 and Part 9 of the National Building Code of Canada;
- Onsite inspections of permitted projects for compliance with both the UBAS Act, UBAS Regulations, and the NBCC;
- Enforcement of the Building, Zoning, Swimming Pool, and other applicable bylaws;
- Review and update applicable bylaws for compliance with the NBCC, the UBAS Act, UBAS Regulations and the National Fire Code of Canada (NFCC);
- Review building permit application processes including plans examination and inspections. Update application, permit review and building inspection forms. Purpose of monitoring is to maintain accurate files and documents for retention by the City for the life of the building;
- Establish building permit review and inspection processes to ensure an established system of processing building permit applications;
- Review of building permits that have been finalized;
- Make recommendations for proceeding with Building Standards Orders when violations of codes and bylaws occur;
- Coordinate workload distribution within Building Services Division of the Planning and Engineering Department;
- Monitor the City for projects without permit; and
- Provides assistance, information and interpretation of bylaws, policies and procedures to facilitate the development process for the public and other municipal staff.

Activity B: **Property Standards (10%)**

- Develop and maintain the Property Standards Bylaw;
- Investigate complaints associated with the Property Standards Bylaw;
- Maintain accurate files of complaints and actions taken under the provisions of the Property Standards Bylaw; and
- Issuance of Property Standards Orders.

Activity C: **Business License Inspector (10%)**

- Review and update the Business License Bylaw as required;
- Enforce the Business License Bylaw; and
- Review of business license application to ensure that proposed business meets all necessary zoning requirements, requirement of building permit application due to work being completed, ensuring all required inspections from other divisions have been completed prior to the issuance of the business license.

Activity D: **Administration (20%)**

- Liaise with government agencies and City departments regarding compliance and development related matters to ensure that information and decisions are correctly interpreted and related to the applicant in a manner that is understandable;
- Review and maintain proper application forms for Building Permit Applications and Business License Applications;
- Review and update information to be required for Building Permit Applications;
- Review and update required building code requirements and ensure that construction industry is updated to any changes;
- Prepare Council Resolutions and attend Council meetings and advise as required;
- Prepare annual budget figures and operate within budgeted amounts;
- Review information on City of Yorkton website to ensure its accuracy; and
- Work with the Information Services Division with the establishment of a new building permit system computer programming system.

### 3. EDUCATION AND SPECIFIC TRAINING

(a) What should be the minimum schooling or formal training for a new person being hired into this job? **Grade XII, graduation from a recognized post-secondary institute in a related discipline or trade, course training in building code review and interpretation and a good understanding of enforcing the requirements of the building code.**

(b) Is any Provincial or other vocational or professional certification or degree:

Mandatory

Preferred

Please specify: **Building Officials License – Class 3**

(c) What special skills or training are needed to perform job or operate equipment? (Specify equipment operated).

**Customer relation mediation skills, ability to maneuver through Microsoft Office products, ability to work in both the metric and imperial systems of measurement and excellent understanding and application of building science. A thorough knowledge and understanding of building science, of the National Building Code and related documents to provide interpretation and application. Ability to read and review architectural, structural, mechanical and electrical drawings prepared in both metric and imperial. CSTS Training, OH&S Supervision & Safety training**

#### 4. EXPERIENCE

How much total job experience is required for a new hire, with education as in #3, to be fully qualified for the position.

About: 1 month     3 months     6 months     1 year     2 years   
3 years     5 years     7 years     10 years     More

Specify number of years of supervisor experience that this includes.  
*One – two years should be considered acceptable*

#### 5. INITIATIVE (INDEPENDENCE OF ACTION)

Decisions made or duties performed without reference to superiors or subsequent checks:

1. Issue building permits and orders related to the NBCC and UBAS Act
2. Building permit review and issuance
3. Policy and procedures for the department
4. Issuance of Business Licenses
5. Provide interpretation of Building and Zoning Bylaw (plus others) to the public and staff.
6. Review of new construction materials not yet listed with CCMC.

Decisions on which consultation/approval is ought from a superior:

1. Items concerning legal implications to the City of Yorkton
2. Bylaw amendments or complete rewrites.
3. Council Resolutions
4. Development policy and procedures for Planning & Engineering Department

#### 6. IMPACT OF ERRORS

Describe 2 typical major errors that could reasonably be made in your job, even with due care. Indicate the worst consequences; eg. waste, delays, time lost, money lost, injury, damage, effect on people.

1. Failure to recognize any code deficiencies could place occupant's safety at risk and building structure's integrity at risk.
2. Errors in review or inspections could leave the City of Yorkton open to possible litigation if negligence of the Building Official can be proven.

**7. WORKING WITH OTHERS (Excluding those supervised – see #9)**

With whom are you required to work in doing your job? Use titles (In Person; Telephone; Writing).

	<b>People Contacted</b>	<b>How Often</b>	<b>Purpose</b>	<b>How</b>
Within Organization	<b>All members of the department</b>	<b>Daily</b>	<b>Department functions &amp; Project Liason</b>	<b>P/T/W</b>
	<b>Other departments</b>	<b>Daily</b>	<b>Information exchange and project liason</b>	<b>P/T/W</b>
Outside Organization	<b>Architects, Engineers, Contractors, home owners</b>	<b>Daily</b>	<b>Address concerns, provide information, assist with zoning and building issues</b>	<b>P/T/W</b>
	<b>Government agencies Bldg Suppliers</b>	<b>Weekly</b>	<b>Liason on projects, exchange information, discussions on new construction materials</b>	<b>P/T/W</b>

**8. SUPERVISION OR DIRECTION EXERCISED**

- (a) Assign and check work of others doing work similar to yours.  
*Review of work completed by the planner to ensure projects under development permit process will not be affected negatively by building code requirements.*
- (b) Provide technical or functional guidance to other staff.  
*Technical support to the Fire Inspector, Planner, and Engineer  
Functional guidance to other building official and administrative staff*
- (c) Supervise a work group; assign work to be done, methods to be used, and take responsibility for all the work of the group.  
*Projects related and will involve supervising others outside of the Building Services branch of the department. Projects that involve consideration of other City Departments and other provincial and municipal agencies.*
- (d) Manage the work, practices and procedures of a unit.  
*Responsible for appraisal, discipline, hiring and replacement personnel in my work unit. Make recommendations to the Director regarding staff outside of immediate work area.*
- (e) Other (specify). *Functional supervision of building contractors, architects, and engineers to provide review and interpretations for commercial and residential projects of new and existing buildings.*

<b>9. EMPLOYEES SUPERVISED</b>							
	1-3	4-10	11-20	21-30	31-60	61-150	151 Plus
Full-time Employees	<b>3</b>						
Part-time Employees							
Full-time Equivalent (2000 hrs/yr)							
Combined Total	<b>3</b>						

<b>10. PHYSICAL, MENTAL AND VISUAL DEMANDS</b>					
Enter estimated percentage in appropriate box.					
Percentage of Total Work Time Explain any condition that applies to your job.	0-5%	5-20%	20-40%	40-70%	Over 70%
Exposure to hazardous chemicals, environments		10% Inspection carried out for Property Standards issues			
Comfortable; few exceptional demands				40%--Office environment	
Intense/visual listening concentration			60%--plan review, information preparation Correspondence		
Lifting, carrying, climbing			40%--On site inspections		
Other heavy physical effort			30%-- Exposed to weather conditions		

## 11. WORKING CONDITIONS

- (a) Explain any unpleasant aspects, eg. heat, cold, odours, noise, work interruptions, outside work, infection, danger.

Disadvantages: office work is often interrupted by public looking for information (telephone or walk-in), construction sites conditions may require extra precautions due to environmental conditions

Major unpleasant aspects: Review of buildings requiring inspections under the Property Standards Bylaw. The buildings that require inspections under the Property Standards Bylaw may sometimes house persons that are not willing to allow entry and may sometimes have issues with Enforcement personal. Employee safety due to occupants of buildings.

The condition of these buildings requiring review could contain animal excrement, and mold; and the integrity of the structure of the building may be the issue.

- (b) What is your scheduled work week?

Monday to Friday 8:30 to 4:30 (35 hours/week)

Shift work

Other unusual hours

On Call

- (c) Overnight travel: Yes  No  % time away--not usually more than 10 nights a year

- (d) Driving vehicle during work: Yes  No  30% time use of personal vehicle to drive to construction site and building inspections of existing buildings.

## 12. SAFETY

Incumbents in a supervisory role are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel and for promoting proper attitudes towards safety and health in themselves and in those they supervise.

As an employee of the City of Yorkton, the incumbent is responsible and accountable for knowing and working in accordance with the Safety Policy. The incumbent must work in such a way as not to endanger himself/herself, fellow employees or the public.