



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Chief Building Official**
 Job Code: FAC172
 Department: Facilities
 Reports to: Director Facilities & Operations

Date Posted: 8/May/24
 Date Closed: Open

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-Time with Benefits.
 Availability & Term: Approx. Start Date: May 2024
 Remuneration: \$42.59 to start, moves to \$44.30 after 3 months and \$46.82 at 1 year.

JOB PURPOSE/SUMMARY

This position is responsible for facilitating commercial and residential construction activities for the First Nation in accordance with the Ontario Building Code, the Ontario Fire Code and other relevant codes/ legislation which includes reviewing plans, issuing permits, conducting inspections, issuing orders as well as working with permit applicants, builders, internal departments and the general public throughout the building process. In addition, this position is also responsible for performing fire prevention and inspection duties with Rama Fire Rescue.

QUALIFICATIONS

- Education:**
- Grade 12 required, College 1-3 years an asset. Building Code Courses. Certified Building Code Official (CBCO) designation required.
 - NFPA 1031 Level 2 certification preferred but must be willing to obtain.
- Skills and Abilities:**
- Demonstrated knowledge of sound construction practices and design & working knowledge of the National and/or Ontario Building Code(s), standards, bylaws and Fire Marshal Directives.
 - Knowledge of provincial & federal fire codes and other protection standards, codes and regulations.
 - Excellent communication skills and organization skills with ability to meet deadlines.
 - Analytical, investigative and problem solving skills.
 - Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint).
 - Physically able to carry out all aspects of the job.
 - Valid Class G Driver's Licence required.
- Experience:**
- 5-10 years experience as a Certified Building Code Official.
 - Construction and design experience an asset.
 - Experience working with or knowledge of Indigenous communities an asset.
 - Fire prevention experience or willing to complete courses necessary as part of the Fire Prevention Certification process within the first 3 years of employment.
- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
 Chippewas of Rama First Nation

5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6

Fax: (705) 325-4718

Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.



Job Description

Job Last Updated: 18/Apr/24

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Reports to:	Director Facilities & Operations

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KEY JOB FUNCTIONS/RESPONSIBILITIES

- Responsible for the Building Permit System of Commercial, Institutional and Residential buildings within RFN boundaries.
- Examine plans, drawings and site layouts for new buildings, building renovations, and Casino Projects.
- Inspect construction of buildings for conformance to drawings, specifications, building codes or other applicable ordinances.
- Inspect plumbing installations in buildings to ensure compliance with First Nation, Provincial and Federal regulations.
- Inspect steel framework, concrete forms, reinforcing steel mesh and rods, concrete or pre-stressed concrete to ensure quality standards and to verify conformance to specifications and building codes.
- Inspection of construction sites to ensure that safe working practices are maintained.
- Inspect existing buildings to identify and report on structural defects, fire hazards and other threats to public safety.
- Inspect new/resale band owned homes & assess/provide reports on the physical condition of the property.
- Responsibility for the Building Permit Application process, issuance of permits and monitoring of the permit completion.
- Responsible for supervision, training and mentoring of Housing Inspector Trainee.
- Recommend changes/updates to the First Nation 79-10 Rama First Nation Building By-law. (06-01)
- Responsible to develop and manage the annual department budget.
- Responsible to develop procedures and policies for the operation of the Building Department.
- Annually, or ad hoc requests to inspect existing private and band owned buildings to identify and report on structural defects, fire hazards and other threats to public safety.
- Annually inspect existing private, rent to own and band owned buildings.
- Scope of Work for remediation -repair of band owned & private homes.
- Attend emergency inspections for extent of damage and recommendations for repairs.
- Plumbing and sewage system inspections.
- Enforcement of the Ontario Building Code and applicable legislation.
- Complete related administrative tasks including record keeping, completion of forms, etc.
- Liaison with Federal departments for regulated aspects of building (septic systems for e.g.).
- Provide guidance and educate Community members and applicants on the Building Permit Process and provide assistance where applicable, may require meeting with homeowners and contractor(s).
- Additional inspections and guidance as required by Council for planning and decision-making.
- Conducting fire and life safety inspections (complaint, request and routine) in all type of occupancies to ensure compliance with all required codes, standards, by-laws and Fire Marshal Directives.
- Conduct competent fire safety inspections on a wide range of complex occupancies.
- Preparing reports/recommendations & maintain records detailing information about the property, identifying non-compliance issues and follow-up.
- Reviews and provides comments on fire safety plans.
- Conduct fire scene investigations for origin and cause and liaise with all other agencies that may be involved in the investigation.
- Prepare and presents seminars and implements fire safety programs within the community.
- Monitors and assesses fire drills.
- Monitor and provide information or recommendations to senior management to ensure potential fire risk and liability within the community are mitigated on ongoing basis.
- Assist with monitoring fire prevention inspection programs/schedules/policies to ensure risk mitigation strategies identified in CRA are addressed.
- Prepare various divisional and department reports/correspondence when required/ requested.
- Ensure fire prevention record management (i.e. current/accurate records of all buildings/occupancies/fire prevention activities).
- Develop and provide training internally and externally as required.