



POSITION: CHIEF BUILDING OFFICIAL

POSITION SUMMARY: The Chief Building Official is a full-time position working in the Municipal Office under the direction of the *Manager of Community and Development Services*. The Chief Building Official ensures all construction within the Township is in accordance with the Ontario Building Code (OBC) and all other applicable statutes through the issuance of building permits and completion of inspections within the time frames specified in the OBC.

START DATE: Immediate to fill vacancy

CORE DUTIES include:

- Enforce the OBC, Building Code Act and any other applicable regulations, by-laws and policies in effect within the Township, including the collection of fees for permits issued
- Conduct on-site inspections to determine compliance, including complaints and requests outside of construction realm such as fire, structural safety, illicit grow-ops, clandestine laboratories and deteriorated properties
- Review an array of technical documents for completeness, OBC requirements, building system documents, materials, analyzes results and determines compliance for all construction projects
- Assist Planner in the administration of zoning, including examination of plans for compliance with applicable Township by-laws
- Ensure building permit applications are complete and in compliance with the Ontario Building code and the Building By-Laws
- Attend Council and committee meetings as needed
- Prepare a variety of reports, letters and correspondence for Ministry reporting, Council and committee, lawyers, ratepayers, professionals, etc.
- Responsible for the hiring, supervision, discipline, technical training and development and evaluating division staff
- Enforce Part 8 of the Ontario Building Code
- Inspect and approve on-site sewage system installations during construction and upon completion
- Demonstrate excellent communication and customer service skills
- Provide exceptional leadership, organizational and decision making skills

QUALIFICATIONS:

- ✓ Thorough knowledge of provincial statutes, Municipal Act, Federal Acts and all applicable legislation, regulations and standards
- ✓ Knowledge of legal and court processes, enforcement procedures, interpretation and application of related legislative and regulatory provisions
- ✓ Certified Building Code Official (CBCO) designation
- ✓ Must have or be eligible for membership in the Ontario Building Officials Association (O.B.O.A.).
- ✓ Certified and maintains Engineering technologist certification or equivalent
- ✓ Demonstrated technical knowledge in construction, engineering, building or architecture such as a diploma or equivalent experience
- ✓ Ability to work flexible hours which may include nights and weekends
- ✓ Class G drivers license

Qualified candidates are invited to submit a resume with cover letter, in confidence, outlining how their relevant education, experience and achievements meets the above qualifications, to Lee Gudgeon, Manager of Human Resources, by 08:30 on Tuesday, January 4, 2022. Only electronic applications will be accepted at <https://www.wainfleet.ca/en/town-hall/careers.aspx>, by email at careers@wainfleet.ca or Fax: (905) 899-2340.

The Township of Wainfleet is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@wainfleet.ca if you need assistance. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.