



**Town of Erin**

***Job posting***

**Building / Planning / By-law Enforcement Department**

**CHIEF BUILDING OFFICIAL**

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The Town of Erin is currently accepting applications for the position of Chief Building Official (CBO).

The CBO will provide working supervision to all operations and staff of the Building, Planning and By-law Enforcement Department, including the Building Permit Review and Approval Process and Field Building Inspection Services pursuant to the Ontario Building Code, the Planning and Development processes including Official Plan and Zoning Bylaw Amendments, Minor Variances, Site Plan Control and Zoning Administration, and Bylaw enforcement activities including but not limited to the Property Standards By-Law, Site Alteration Bylaw, Zoning Bylaw, Demolition Control Bylaw, Anti-Fortification Bylaw, conditions of Subdivision Agreements and Conditions of Site Plan and Grading Control and other inspection services as required by changing legislation and regulations.

Position Requirements

*Education*

- Successful completion of post-secondary training in a related field (ex. Civil Engineering, Structural Engineering, or Engineering / Architectural Technology).
- Designation as a Certified Building Code Official (CBCO) as described in the Ontario Building Code Act, and a member in good standing with the Ontario Building Officials Association.
- Registered Building Official with Ministry of Affairs and Housing (MMAH),
- Successful completion of the provincial qualifications and courses as defined under the Building Code from the Ministry of Municipal Affairs and Housing (MMAH): General Legal / Process (Chief Building Official); House; Small Buildings; Plumbing House; Plumbing All Buildings; Large Buildings. Building services, Structural, and Legal duty of the CBO.

*Experience*

- Minimum of 5 years of Municipal experience as a Building Official in the commercial, industrial, residential and farm construction, 2 years of which should have been in a managerial or supervisor capacity.
- Thorough knowledge of regulations and legislation related to the building construction and development industry.
- Experience with staffing and employee issues is desirable.
- Previous experience as a Chief Building Official is highly desirable.

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The full job description can be found on the Town of Erin website: [Erin.ca](http://Erin.ca)

**Interested applicants may submit their resumes to: [CAO@Erin.ca](mailto:CAO@Erin.ca).**

Resumes will be accepted until 4:30pm, Friday, May 12<sup>th</sup>, 2017.

Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.