

Township of East Hawkesbury

Job Description- Chief Building Official, By-Law Enforcement and Community Emergency Management Coordinator

October 3, 2017

The Township of East Hawkesbury is seeking a full time Chief Building Official/By-Law Enforcement Officer who will also act as the Community Emergency Management Coordinator (CEMC).

Salary Level: \$70,000 to \$85,000 / 35 hours weekly. Included benefit package and pension.

Chief Building Official/By-Law Enforcement qualifications:

- Certified Building Code Official (CBCO), Building Code Qualified (BCQ)
- Qualified by the Ministry of Housing to issue building permits, perform inspections
- 5-8 years' experience in building inspection, plans review
- Knowledge of architectural, engineering and construction technology
- Strong knowledge of legislation, regulations, codes of practice, by-laws and policies that affect municipal planning and building
- Demonstrated effective skills in public relations, communications, decision making, problem solving. Must maintain discretion and confidentiality.
- Proficient computer skills in MS Office utilizing word processing, spreadsheet, presentation, Outlook, internet, good working knowledge of GIS.
- Excellent verbal/written communications in English and French
- Ability to meet deadlines, function well under pressure with a demonstrated ability to work effectively as a team member
- Knowledge of Occupational Health and Safety Act and safety procedures
- Valid "G" Driver's License in good standing

Community Emergency Management Coordinator

- Liaison between the Municipality and the Office of the Fire Marshal and Emergency Management
- Responsible for maintaining the Municipal Emergency Response Plan
- Responsible for maintaining the Community Risk Profile and keeping contingency plans current
- Ensure compliance with Emergency Management Legislation, report yearly to the Office of the Fire Marshal and Emergency Management
- Attend required training, incident management courses

Work time is divided between the Municipal Office and on-site locations including, but not limited to, road allowances, private property, construction sites that contain uneven ground, debris and equipment noise. Work schedule may require occasional overtime for by-law enforcement and attendance at Council meetings.

We will accept applications by mail, email and fax. Curriculum vitae will be accepted until October 27, 2017 at 3:00 p.m. and shall be addressed to:

Luc Lalonde, Clerk-Treasurer
Township of East Hawkesbury,
5151 County Road 14, Box 340,
St. Eugene, ON K0B 1P0
Fax: 674-2989 email: llalonde@easthawkesbury.ca

We thank all those who apply, however, only those chosen for an interview will be contacted.
Equal opportunity employer.