

## **Township of Douro-Dummer Is Seeking Applications for the Position Of Chief Building Official / By-Law Enforcement Officer**

As a result of an upcoming retirement, the Township is seeking a **Chief Building Official / By-law Enforcement Officer** who will be responsible for the inspection of all buildings ensuring compliance with the Ontario Building Code, and the enforcement of municipal by-laws, as well as assisting with providing technical and advisory planning services to the Municipality. This position also performs the duties of Health and Safety Coordinator for the municipality and ensures compliance with the Ontarians with Disabilities Act. A detailed job description is available.

The ideal candidate will have a post secondary education in a related field and three (3) years related experience. Certified Building Code Official (CBCO) designation and Provincial registration is required. Knowledge of the Ontario Building Code, Property Standards By-law, the Fire Code, the Official Plan and Zoning By-law, Source Water Protection Plan and applicable Federal and Provincial laws and various legislation relating to planning, development, building, enforcement and Health & Safety.

Candidates must have strong organizational and communication skills, a proven ability to deal with the public, as well as a Class "G" license. Candidates should also have a proven ability to read and understand specialized forms and blueprints, requiring strong analytical abilities, as well working with various forms of computer software.

This person will be expected to work independently, using initiative and good judgement in carrying out the duties of the position. The person must be flexible, adaptable and possess superior customer service skills and must act professionally in providing service to the public and as a representative of the municipality.

The present salary range for this position is \$66,690 to \$78,463 per year based on a 34.5 hour work week.

Qualified candidates are invited to submit an application including a resume and references by 12 noon, Friday March 9, 2018 to:

David Clifford, CAO  
Township of Douro Dummer  
894 South Street, P.O. Box 92  
Warsaw, Ontario K0L3A0  
e-mail: [davec@dourodummer.on.ca](mailto:davec@dourodummer.on.ca)  
Phone: 705-652-8392 Ext. 206  
[www.dourodummer.on.ca](http://www.dourodummer.on.ca)

We thank all applicants, but only those invited for an interview will be contacted. Personal information is collected and will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, and will be used for employment purposes only.

We are an equal opportunity employer.

Accommodation for accessibility purposes is available upon request during the recruitment process. Applicants submitting a resume containing references are thereby granting the Township of Douro-Dummer permission to check these references.