

Manager of Building Services, Chief Building Official (CBO)
Community and Development Services

Job Description:

Reporting to the Director of Community and Development Services, the Manager of Building Services/ CBO is responsible for supervising Building Services staff, assigning workload, ensuring consistency in the enforcement of the Ontario regulations, inspecting all construction activities and ensuring compliance with provincial regulations. The Manager of Building Services/CBO is responsible for the review of construction drawings to ensure compliance with applicable codes. In addition, the Manager of Building Services/CBO exercises responsibilities under the Ontario Building Code including enforcing work stop orders, signing permits, and other enforcement activities as required by the Director of Community and Development Services.

Specific Duties:

1. Direct Building Inspectors and ensure staff are trained and updated with changes in building regulations.
2. As CBO, duties include:
 - Implement the Ontario Building Code
 - Write building orders
 - Enforcement and/or delegate enforcement of orders
3. Issue, signing of building permits.
4. Conduct on-site inspections of all work in progress in the Municipality ensuring contractors, owners and agents are in compliance with the appropriate Provincial Acts, Codes and By-Laws.
5. Note job conditions, infractions of regulations and direct contractors, owners and agents to comply. In event of non-compliance, issues Orders to Comply. Participates in the prosecution of code violations, including providing court testimony.
6. Undertake plan review for building permit issuance to ensure compliance with the Ontario Building Code (OBC).
7. Enforce OBC regulations including investigate construction activity to determine whether a permit is required pursuant to the Ontario Building Code Act.
8. Responsible for the financial management of the Building Services division.
9. Responsible for the human resource management of the Building Services Department.
10. Responsible for the customer services and administration components of the Building Services division.
11. Active member of Leamington Advisory Accessibility Committee (LAAC) and Leamington Heritage Advisory Committee (LHAC) and Development Services Support Committee.
12. Provide comments to the Committee of Adjustment.
13. Assist in the maintenance program for Town Hall Building.
14. Review business license applications for approval process.
15. Comply with the Occupational Health and Safety Act as well as the Municipality of Leamington's Health and Safety Program.
16. Other duties as assigned.

Qualifications:

- Must have minimum of 3 year community college diploma in Civil Engineering Technology or a related field or equivalent combination of training and experience.
- Must have a minimum of 7 years work experience in the municipal field.
- Must be eligible for membership with the Ontario Building Officials Association.
- Must be eligible to be certified by the Ministry of Municipal Affairs and Housing as a Supervisor or Manager for the enforcement of the provisions of the Building Code.
- Must have experience demonstrating effective written and verbal communication skills.
- Must have experience demonstrating effective team building skills.
- Must have experience demonstrating knowledge of computer software programs.
- Must also possess good report writing skills; excellent organization, interpersonal skills; tact and good judgment; and a comprehensive ability to read, interpret blueprints and related construction drawings.
- Must hold and maintain a valid Ontario driver's licence.
- Construction experience would be an asset.

Hours of Work:

35 hour work week position with the possibility of some overtime during peak periods. Lieu time is capped at 35 hours annually. Some travel may be required.

Employee Group:

Non-Union.

Salary Rate:

\$86,443.36 to \$97,643.88

Closing Date:

This posting will remain open until the position is filled.

How to Apply:

Interested candidates must apply online, at our website, www.learmington.ca/careers

We thank all applicants, however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources 519-326-5761 ext. 1112 to make your needs known in advance.