



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### BUILDING OFFICIAL II OR BUILDING OFFICIAL III

The Township of Centre Wellington is a thriving and growing amalgamated community of 28,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

The Township of Centre Wellington has one full time opportunity available for a Building Official II or Building Official III. Reporting to the Chief Building Official, the Building Official is responsible for protecting the public from undue health, hygiene and safety risks that are caused by improperly designed and constructed buildings. The role entails inspecting buildings and reviewing plans for all buildings including large/complex buildings and systems for compliance with the Building Code Act, the Building Code and other applicable law as defined in the Code. Some common duties include documenting inspections, preparing reports, issuing orders, initiating legal action, preparing court files, responding to general code inquiries and various other duties as assigned.

#### **Duties & Responsibilities:**

- Performs all aspects of the Township's building and development service including the application of legislation, codes, administrative protocols, design review, investigation, inspection and enforcement to all types of buildings.
- Responsible for fulfilling statutory, operational and advisory duties associated with building and development services.
- Responsible for connecting building code requirements to zoning, site plans, building design, construction, renovations, repairs, alterations, additions, improvements and demolitions.
- Oversees the process for issuing building permits and for setting out schedules for mandatory and requested inspections.
- Engages in research, plan and design specification reviews, site inspections, documentation and reporting for all categories of buildings and their uses. Specifically, with respect to architectural, structural, fire protection, plumbing, heating, ventilation, mechanical, and electrical systems.
- Administers fire codes (with the Fire & Rescue Department), property standards and standards for heating, ventilation, air conditioning, plumbing, septic tanks and disposal fields.
- Places special emphasis on compliance problems and provides remedies to fix unsafe and unhealthy buildings.
- Researches and recommends and/or issues occupancy permits as well as orders to comply, stop work and to secure unsafe and unhealthy buildings.
- Assists with preparation of information for prosecution of violations and gives expert evidence in court proceedings. Conduct field inspections from time to time as required.
- Contributes to the development of policies and practices which are required for Centre Wellington's consistent, reasonable, balanced approach to economic development, public safety, planning, public works and other community services.
- Researches methods for improving public health and safety in building within the framework of legislation, codes and by-laws. Recommends changes and improvements that benefit building and development services. Contributes to the design, organization and of the department's Quality Management Plan.
- Communicates complex technical information about all categories of buildings and their uses in ways that can be clearly understood by the general public.
- Works closely with corporate staff, especially those in planning, infrastructure services and those engaged in corporate administration, finance and economic development.
- Represents the corporation in its relationship with the general public, builders, developers, their representatives, home handypersons, consultants and others with routine interest in municipal building, development and planning activities.
- Keeps pace with trends and issues in the building industry and its relationship with municipal government, i.e. materials, methods, technology.

### **Minimum Qualifications & Requirements for a Building Official:**

- Successful completion of the three year program in architectural or engineering technology from an accredited college of applied arts and technology or acceptable equivalent.
- Must possess a valid Class 'G' Driver's License and maintain a clean driver's abstract.
- Additional minimum qualifications and requirements as indicated below for the Building Official II or Building Official III.

In addition to the minimum qualifications and requirements for a Building Official, the **Building Official III** also requires:

- Successful completion of building and development service aptitudes in General Legal 2003 – Powers and Duties Legal and a minimum of seven additional examinations toward full code proficiency and certificate of qualification, including the structural, large and complex building qualifications.
- Provincial Certification of Qualification in Code Proficiency.
- Minimum of seven (7) years of progressively responsible experience in building code enforcement including large and complex buildings.

Base salary of \$74,550 - \$87,773 per annum (2018 rates).

**Candidates who do not meet all the qualifications and requirements for a Building Official III will be considered for a Building Official II.**

In addition to the minimum qualifications and requirements for a Building Official, the **Building Official II** also requires:

- Successful completion of the following provincial building qualifications: General Legal, the House, Plumbing – House, Small Buildings and Large Buildings.
- Additional qualifications toward full code proficiency and Certificate of Qualification would be an asset.
- Minimum of five (5) years of progressively responsible experience in building code enforcement.

Base salary of \$69,721 - \$82,088 per annum (2018 rates).

### **How to Apply:**

Township of Centre Wellington, 1 MacDonald Square, Elora, ON NOB 1S0  
Attn: Manager of Human Resources  
Via email: [careers@centrewellington.ca](mailto:careers@centrewellington.ca)

**Deadline to Apply: November 22, 2018 at 4:00 p.m.**

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at [www.centrewellington.ca](http://www.centrewellington.ca). The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. Applications from previous applicants within the previous 12 months for the Building Official II and Building Official III positions are currently on file and will be considered for this posting. Please do not re-apply.

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. We thank all those that apply; however only those candidates selected for an interview will be contacted.*