



The Town of Bancroft is a great place in which to live, work and play!

Due to an upcoming retirement, the Town of Bancroft is hiring a Chief Building Official. The CBO contributes to the safety and well being of the residents and visitors to the Town through the administration and enforcement of the Ontario Building Code Act, Ontario Fire Code, Planning Act, Municipal Act, Property Standards By-Law, and other related By-Laws. This is a full-time non-unionized position. The preferred candidate will possess post-secondary education in construction inspection techniques, Engineering or Architectural Technologist, combined with a minimum of three (3) years' relevant experience in building inspection and By-Law enforcement or an acceptable combination of equivalent experience or education with demonstrated ability in core competencies including effective communication, analytical skills and demonstration of a general working knowledge of municipal operations and the working of other departments.

A full job description may be viewed at www.bancroft.ca and qualified candidates are invited to submit a cover letter and resume by March 1st, 2019 at 4:30pm to the attention of Lianne Sauter, Acting Clerk at 8 Hastings Heritage Way, Bancroft, or by email to lsauter@bancroft.ca.

Summary of Qualifications:

- BCIN # for Certification to be supplied.
- Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the minimum following categories: General Legal / Process (Chief Building Official); House; Small Buildings; Plumbing House; Septic HVAC/Ventilation; Plumbing All Buildings; Large Buildings. Building services, Structural, and Legal duty of the CBO or willingness to upgrade to achieve.
- Knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Ontario Plumbing Code, Fire Code and applicable Municipal, Provincial and Federal Laws.
- Membership in the Ontario Building Officials Association, Municipal Law Enforcement Officers Association and Plumbing Inspector Association.
- Knowledge of building construction and theory through technical training in engineering technology and survey techniques.
- Past record of effective communication and analytical skills dealing with clients, architects, engineers, other government agencies and contractors would be an asset.
- Ability to read and interpret construction drawings, engineering/surveyors' reports.
- General working knowledge of municipal operations and the working of other departments.
- Good analytical, organizational and communication skills.
- Ability to exercise good judgement in enforcement functions and decision-making.
- Willingness to update training and knowledge required for the position in all areas.
- Proficiency in the MS Office Suite (Word, Excel, PowerPoint, Outlook) and working knowledge of computer programs including AutoCAD, and Manager and GIS.
- Technical letter, notice, memo and report writing skills
- Valid Class G Drivers License. Must operate a vehicle on a regular basis, usually within the Municipality.

Working Conditions:

- Usual hours of work are Monday to Friday, 8:00 am to 5:00 pm (40 hours per week).
- Attendance at evening Council and Committee meetings may be required.
- Physical risks exist on constructions sites. Some work must be carried out in inclement weather. Is required on occasion to enter hazardous environments.

We thank all applicants who respond to this advertisement. Only those applicants selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection Act for the purpose of candidate selection. We are an equal opportunity employer committed to inclusive barrier-free recruitment and selection processes.