



Deputy Chief Building Official or Building Official

The Corporation of the Township of Tiny

The Township of Tiny is seeking a qualified applicant for the position of Deputy Chief Building Official or Building Official.

QUALIFICATIONS:

- › A college diploma in a related discipline (Engineering or Architecture)
- › Minimum three years work experience as a Building Official in a Municipal Building Department;
- › Certified Building Code Official (CBCO) designation as assigned by the Ontario Building Officials Association (OBOA);
- › Registered and qualified with the Ministry of Municipal Affairs & Housing as a minimum in “Powers and Duties of Chief Building Officials”, “Small Buildings”, “Plumbing-House” and “HVAC-House”;
- › Must hold a valid vehicle license (G) classification (Ontario) with a clean driving abstract.
- › Bilingualism an asset.

RESPONSIBILITIES:

- › Examination of plans and lot grading plans within legislated time lines and approval of applications.
- › Issuance of permits and orders.
- › Ability to work independently doing inspection of structures under construction in accordance with all Provincial/Municipal rules and regulations required in the Building Code Act and/or Municipal By-laws within legislated time lines.
- › Investigates complaints received by the public and takes appropriate action.
- › Completes Building Department portion of municipal compliance letters.
- › Reviews open building permit files, contacts owners/applicants in regards to revoking building permit files based on provincially mandated guidelines.
- › Assumes some duties of the Building Department Administrative Assistant as required.
- › Assumes all duties of the Chief Building Official in their absence (Deputy position only)
- › Comply with provisions of the Occupational Health and Safety Act and Township health and safety policies and procedures.

Individuals having these qualifications are encouraged to submit a resume and letter of application by 12:00 noon, May 17, 2019 to:

Human Resources
Township of Tiny
130 Balm Beach Road West
Tiny, ON L0L 2J0
Fax: (705) 526-2372
Email: humanresources@tiny.ca

We thank all applicants who apply for this position but only those selected for an interview will be contacted.

The Corporation of the Township of Tiny is committed to a barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.

Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.