



Employment Opportunity

Building Official OR Deputy Chief Building Official

The Township of North Dundas is an active municipality situated in eastern Ontario, just 30 minutes from Ottawa's downtown core. With a population of nearly 12,000 people, we are constantly seeing growth in our communities, as houses, businesses and public services continue to be developed. In the last year, building projects were valued at over \$25 million, confirming North Dundas' growing population, an increase in local jobs, and a positive outlook for a bright future.

The Township of North Dundas has one full-time opportunity available for a Building Official or Deputy Chief Building Official. Reporting to the Chief Building Official, the successful candidate will conduct on-site building inspections and plans examination to ensure that all construction work is completed in compliance with the Ontario Building Code Act and Code, and all applicable provincial and municipal legislations.

Duties and Responsibilities:

- Protect and promote public safety within the Township of North Dundas, as it pertains to the Building Code Act, the Ontario Building Code and relevant By-laws.
- Evaluate building plans and proposals to ensure compliance with all relevant legislation; identify potential conflicts and participate in solutions.
- Perform the statutory duties and functions of an Inspector pursuant to the Building Code Act, the Ontario Building Code, and relevant By-laws.
- Protect and further the interests of the Corporation with regard to its By-laws and Building Code Act responsibilities.
- Issue orders and notices pursuant to the Building Code Act.
- Accept and review permit applications and conduct site inspections in accordance with the Building Code Act, the Ontario Building Code and relevant By-laws.
- Provide positive and effective representation of the Building Division and the Corporation.
- Respond to inquiries from the public and contractors, and provide guidance, as needed.
- Answer telephone and front counter inquiries.
- Issue tickets in accordance with the Provincial Offences Act, and attend court proceedings when required.
- Perform such other related duties, as may be assigned.

Minimum Qualifications & Requirements for a Building Official:

- Successful completion of a 2 year program in architectural or engineering technology from an accredited college of applied arts and technology or acceptable equivalent.

- Possession of a valid class “G” Driver’s License and maintain a clean drivers’ abstract.
- Successful examination with the Ministry of Municipal Affairs and Housing in the following streams:
 - General Legal
 - House
 - Plumbing – House
 - HVAC – House

Base Salary of \$56,029 – \$65,531 per year

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

- Certified Building Code Official – CBCO designation from the Ontario Building Official Association.
- Successful examination with the Ministry of Municipal Affairs and Housing in the following streams:
 - CBO Legal
 - Small Buildings
 - Building Structural
 - Building Services
 - Detection, Lighting and Power
 - Plumbing – All Buildings
 - Large Buildings
- Minimum of 5 years of progressively responsible experience in building code enforcement.

Base Salary of \$64,033 to \$74,893 per year

Hours of Work:

- Required to work a 7 hour day during normal business hours (35 hour work week). Additional hours are occasionally required.

How to Apply:

Please submit your cover letter and resume, no later than 4:00 p.m. on July 2nd, 2019, to:
 Township of North Dundas
 636 St. Lawrence St, P.O. Box 489, Winchester, ON K0C 2K0
 Via email: careers@northdundas.com

To view the full job description, please visit www.northdundas.com/job-opportunities. Please note that, despite the minimum qualifications required, applicants with a combination of experience and education that is deemed equivalent may be considered.

This job description is available in alternative formats, or accessible communication supports, upon request. We thank all applicants who apply, but advise that only those selected for an interview will be contacted. The information gathered is in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and will be used solely for the purpose of candidate selection.