



DEPUTY CHIEF BUILDING OFFICIAL, PERMANENT

Closing Date: February 18, 2020 - 4:30 pm

Department: Engineering & Development Services

File Number: SV20-17

Hours: Monday to Friday 8:30 a.m. - 4:30 p.m. (early mornings, evenings and weekends as required)

Salary: \$80,966 - \$96,388 per annum (Benefits/Pension/Vacation)

PURPOSE AND SCOPE:

Reporting to the Chief Building Official, this position Examines plans and specifications submitted for compliance with the Ontario Building Code and issues permits accordingly ensuring life safety and the structural integrity of buildings. Conducts site inspections and issues notices and orders with respect to the Building Code and by-law enforcement. Assists the Chief Building Official with administration and management of the Building Division and acts as Chief Building Official in his absence. Supervises Building Inspectors, By-law Enforcement Officer/Building Maintenance, Records Management Representative, Building Maintenance/Custodial Technician and Permit Clerk. Undertakes and promotes good customer service with the public and the Building Industry.

EDUCATION/SPECIALIZED TRAINING/SKILLS:

Essential (minimum) Qualifications:

- Minimum 3 year Diploma in Architectural or Engineering Technology
- Certified as a Certified Building Code Official (CBCO) with the Ontario Building Officials Association
- Training in building code administration and application, including interpretation of regulations adopted pursuant to the Ontario Building Code Act.
- Qualified in the following categories of Qualification as defined in the Ontario Building Code; House, Plumbing House, HVAC House, Small Buildings, Large Buildings, Complex Buildings, Building Services, Building Structural, Plumbing All Buildings and On-Site Sewage.

Asset (preferred) Qualifications:

- Excellent interpersonal, communication and customer relations skills
- Proficient with MS Office including Word, Excel, Power Point and Outlook

WORK EXPERIENCE:

Essential (minimum) Qualifications:

- Minimum five years' experience in a Municipal Building Inspection role with experience in all aspects of plans examination, field inspection and enforcement.

Job Description Available Upon Request

Apply By Email:

hrgeneral@belleville.ca

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). We thank all applicants who apply but advise that only those selected for an interview will be contacted.

The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.

Applicants will be required to provide at their own expense a satisfactory criminal reference check dated within the past six (6) months and if deemed a requirement of the position, a driver's abstract to the Human Resources Department on or before the date of the interview but no later than the commencement of employment if selected.