

The Municipality of Brockton invites qualified applicants for the full-time position of Building & Planning Manager/Chief Building Official. As a member of the Senior Management Team the Building & Planning Manager/Chief Building Official promotes public safety, ensures compliance with and enforcement of the Ontario Building Code, Property Standards, Zoning By-laws while respecting the safety of buildings with reference to public health, fire protection and structural integrity. Enforces all relevant Municipal by-laws. This position will oversee planning and by-law enforcement functions.

This position reports to the Chief Administrative Officer and will interact with Council and all staff across the organization including participation on the Senior Management Team. Candidates must have experience in employee management, long-term strategic planning and project management. The ideal candidate must be able to work well with the development community and residents. They must be an ambitious self-starter, flexible, exhibit superior time management capabilities have excellent written/oral communication and computer skills.

Primary Responsibilities:

- Provides building, plumbing and heating approval and inspection services.
- Provides inspection and enforcement of the Ontario Building Code Act and its regulations as they apply to the Building Code.
- Checks blue prints to ensure plans comply with building codes and calculates fees.
- Reviews plans and issues building and plumbing permits and zoning compliance letters.
- Oversees the investigation, inspections and procedures associated with the enforcement of a variety of municipal By-Laws (Parking, traffic, animal control, noise and property standards)
- Works with developers during the subdivision and site plan process to ensure proper development in the community
- Participates in the development of related departmental agreements in collaboration with the CAO and Clerk and enforces the related departmental provisions of these agreements.
- Prepares a variety of daily, monthly, quarterly and year-end reports and reports for Council as appropriate.
- Recommends budget requirements, including a fee structure for all permits, licenses or applications.
- Attends Council meetings regularly to provide departmental advice

Qualifications/Knowledge/Skills Required:

- Degree or diploma in construction, architecture or engineering.
- Minimum 5 years' related municipal experience including 2 years at a Supervisory level.
- Thorough knowledge of Building Code Act, Planning Act, Ontario Building Code, and applicable Municipal By-laws including Municipal Property Standards and Zoning By-Laws.
- Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values.
- Possess a valid Ontario Class G Driver's Licence in good standing.
- MMA (Ministry of Municipal Affairs) qualifications.

A copy of the job task list is available by visiting www.brockton.ca/careers.

If you are looking for an opportunity to be a progressive, innovative and supportive leader in a fast growing community with a comprehensive benefits package please submit your resume and cover letter in confidence to the undersigned by **8:30 AM Monday, September 28, 2020** via e-mail or regular mail. It should be noted that only those individuals selected for an interview will be contacted.

Subject: Building & Planning Manager/Chief Building Official – Your Name
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