



**Township of Adjala-Tosorontio
Is seeking a permanent full time**

CHIEF BUILDING OFFICIAL

The Township of Adjala-Tosorontio is located immediately north of the GTA, at the Southwest border of Simcoe County. Our population is approximately 11,000 people and offers rural living with proximity to urban amenities.

Reporting to the CAO, the Chief Building Official (CBO) performs all statutory duties as defined in the *Building Code Act*, the *Ontario Building Code* and other Acts and applicable legislation.

The Chief Building Official is responsible for the administration, planning and management of the Building/By-law Enforcement Services Department, Canine Control and Source Water Protection. The CBO should possess a superior ability to provide leadership, guidance and budgetary control of the department.

The key duties include but are not limited to: Plans Review. Building and/or Septic Permit Application Processing. On-Site inspection of construction, development and demolition activities to ensure compliance with all applicable Provincial and Municipal legislation, by-laws and policies. Ensure Municipal compliance with Source Water Protection, Municipal By-laws, Property Standards and Zoning.

Qualifications:

- A post-secondary education in a professional discipline pertinent to the role such as engineering, architecture, public administration, business management or an equivalent combination of education, training and/or experience.
- Certified Building Code Official (CBCO) designation or equivalent.
- Certification of Risk Management Official and Risk Management Inspector for Source Water Protection as per the *Clean Water Act*.
- Minimum of 5 years of experience in building and septic inspections and by-law enforcement in a municipal environment.
- Proficient use of computer applications such as Outlook, Word, Excel and PowerPoint. Experience with Microsoft Office 365, iCompass and TabFusion software is an asset.
- Excellent organization, communication and interpersonal skills with the ability to supervise and direct staff.
- A valid G Class driver's license is required to travel to various inspection sites throughout the Township, and the ability to work outdoors in construction settings.

The successful candidate will have the ability to build effective relationships with community groups, elected officials and other senior managers across the organization. This role requires the ability to solve complex technical problems, perform research tasks, analyze technical data, prepare technical reports and recommendations and be

innovative and adaptive to changing conditions. Attendance at Council and/or Committee meetings is required when addressing Building and By-law matters, including evening and/or weekend meetings as required.

Salary range: \$77,119.34 - \$96,399.18 annually, plus a comprehensive employee benefit plan.

Interested applicants are invited to submit a cover letter and resume by **October 30, 2020** to HR@adjtos.ca

We thank all those who apply, but only those selected for an interview will be contacted. Accessibility accommodations are available for all parts of the recruitment process. Applicants are asked to make their needs known in advance. Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility.