



## **CBO & Manager of Building Approvals:**

Reporting to the Director of Planning and Development Services, the CBO and Manager of Building Approvals Section is accountable to fulfill the statutory responsibilities of Chief Building Official (CBO) in the administration and enforcement of the Building Code Act ("the BCA"), Ontario Building Code ("the OBC"), the Building By-law, and other relevant legislation; including the overall management and administration of the Building Approvals Section.

### **Job Duties Include:**

- Manage the overall operation of the Building Approval Section, including the supervision of all technical and professional staff, development of an annual work plan, coordinating components of the corporate strategic plan, establishing goals and priorities, deployment of resources, identifying training needs and coordination of a comprehensive performance management program
- Represent the Town at court and tribunals (e.g. Superior Court, Building Code Commission and LPAT)
- Provide technical advice concerning the BCA and OBC to other municipal departments & sections, Town solicitor, and other levels of government, agencies, boards and commissions
- Develop, recommend and administer the annual budget as it relates to the area of responsibility and ensure expenditures are controlled and maintained within approved budget limits
- Prepare and make available to the public a report with respect to fees authorized under the Building Code Act, Such report shall include the Municipalities direct cost, indirect cost and a reserve fund that has been established for the purpose of administration and enforcement of the Code
- Liaise with Finance Department regularly, as required, to ensure compliance with applicable policies and that all Town fiscal requirements are met
- Provide project leadership and direction

### **Qualifications/Skills:**

- 4 year University degree in Civil Engineering or Architecture
- Qualified CBO under the Building Code Act (BCA) and Registered with Building Code Identification Number (BCIN)
- Minimum of 9 years progressively responsible experience in: CBO and Section Management, professional designers consultation, geotechnical and hydro-geological report evaluation, administration of the legal aspect of the BCA, permits and orders issuance, representation in courts and commissions, budget preparation and management and customer services
- Minimum four and a half (4.5) years supervisory experience or a combination of training, education and experience deemed equivalent
- Experience in the broader public sector, in a unionized environment an asset
- Ability to evaluate and approve compliance alternatives in accordance with the Ontario Building Code as permitted under the objective based format
- Excellent written and verbal communication skills
- Ability to prepare well written reports and presentations to Council and the public

### **Salary:**

\$120,836 - \$134,265 per year

### **Deadline to apply:**

Applications are accepted at [www.ajax.ca/careers](http://www.ajax.ca/careers) until **11:59 p.m. on November 13, 2020.**

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources of any accommodation you may require during the process.