

### Municipal Building Official II

<b>Competition Number</b>	68-791	<b>Job Code</b>	0662
<b>Posting Date</b>	10/27/2020	<b>Closing Date</b>	11/22/2020
<b>Job Status</b>	Permanent Full-Time		

Position Overview:

Responsibilities:

- Ability to perform building inspections (primary role) for Part 9 types of buildings to confirm compliance with the requirements of the Building Code Act, the Building Code, and all other applicable laws, resolutions and policies.
- Conduct mandatory and non-mandatory building and plumbing inspections.
- Reviews inspection results with builders, professional consultants and property owners in the office or on site; advises on problems encountered and provides technical guidance. Interprets code/by-law as required.
- Prepare and serve orders, as required, per the Building Code Act.
- Respond to, investigate and resolve building and grading complaints.
- Provides leadership and technical expertise for pre-application meetings with the application process and timely review of permit application drawings and pre-empts problems by determining needs and code compliance early in the design process.
- Reviews alternative solutions; proposes and recommends them for approval to management and Chief Building Official (CBO).
- Establish and maintain approved building permit documents for Corporation.
- Assist in the enforcement of zoning by-laws and planning approvals.
- Responsible for accurate data entry and file maintenance for building permits.
- Perform other related duties as assigned.

Requirements:

- Must be reliable with good attitude and employment record.
- Must successfully complete a medical examination if required.
- Must have the ability to support and project values compatible with the organization.
- Must have a minimum 3 year degree or diploma in Architectural - Construction Engineering Technology or related field.
- Must have a valid MTO class 'G' driver's license in good standing and the use of a personal vehicle.
- Must have the ability to participate as an effective team member.
- Must have the ability to work independently and efficiently with exceptional organizational skills.
- Must have a thorough understanding of the technology and methodology of the construction industry and knowledge of building-related legislation, regulations and by-laws.
- Must have good communications skills with a customer service focus to deal effectively with both technical and non-technical customers.
- Must have a high degree of analytical, creative and judgment abilities to accurately evaluate construction projects and building plans for compliance with the Ontario Building Code.
- Additional minimum qualifications and requirements as indicated below for the Municipal Building Official II.

**We are committed to diversity and inclusion, and thank all applicants in advance.**

**Accommodations are available during all stages of the recruitment process in accordance with the Human Rights Code.**

**We thank all applicants for their interest, however only candidates selected for further consideration will be contacted**

*Please note that as per Human Resources Policy #II-110, "Employment of Relatives of Staff Members and Elected Officials":*

*"The immediate relatives of staff of the Human Resources Division, all Directors, Deputy Chief Administrative Officer, or the Chief Administrative Officer and Elected Officials shall not be employed by the City in any capacity.*

*The immediate relatives of all other Management personnel shall not be employed where such employment would be:*

*1. within the same Department in the case of permanent full-time, temporary full-time and part-time classifications.*

*2. within the same Division in the case of students."*

<b>Department</b>	Development Services	<b>Division</b>	Building
<b>Union Affiliation</b>	CUPE 791	<b>Number of Positions</b>	1
<b>Hours of Work</b>	Monday - Friday 35 Hours per week		
<b>Location</b>			
<b>Facility</b>	City Hall	<b>City</b>	Kitchener
<b>Compensation</b>			
<b>Salary Range</b>	\$70,436 - \$88,045	<b>Grade/Band</b>	9