



Chief Building Official/By-Law Enforcement Officer

The Municipality of South Bruce is seeking an experienced and motivated individual to fill the position of Chief Building Official/By-law Enforcement Officer. As a member of the Senior Management Team the 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. This position will also oversee planning and by-law enforcement functions

Under the supervision of the Chief Administrative Office/Clerk the ideal candidate must have experience in working with people including the development community. They must be flexible, possesses exceptional time management competencies and 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
- 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.
- Recommends budget requirements, including a fee structure for all permits,

Qualifications/Knowledge/Skills Required:

- Thorough knowledge of Building Cod Act, Planning Act, Ontario Building Code and applicable Municipal By-laws
- Possess and demonstrate knowledge and skills in building standards, trends, technology materials and practices, construction, engineering or architectural technology normally acquired at a College of Applied Arts and Technology or through equivalent experience;
- Have or be eligible for membership in the Ontario Building Officials Association (O.B.O.A);
- Qualified by the Ministry of Municipal Affairs and Housing as a Chief Building Official;
- Possess a valid Ontario Drivers Licence in good standing

The Municipality of South Bruce offers competitive compensation and a comprehensive benefit package. A complete job description is available on the Municipality of South Bruce website www.town.southbruce.on.ca

Interested applicants are invited to submit a confidential cover letter and resume no later than 12:00 p.m. Noon on Thursday December 3, 2020 to:

Leanne Martin, CAO/Clerk
Municipality of South Bruce
PO Box 540, 21 Gordon St E, Teeswater ON N0G 2S0

Resumes may be emailed to Rhonda Niesen, HR Assistant at rniesen@southbruce.ca

We thank all applicants who apply for the position, but only those candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001 and will only be used for candidate selection. The Municipality of South Bruce is committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise if you require accommodation.