



## **The Corporation of the Township of Carlow/Mayo Chief Building Official Job Vacancy**

The Township of Carlow/Mayo is located in a rural area very scenic set on rolling hills in the northern portion of Hastings County, served by Highway 28 and is just an hour and a half drive from Belleville, Peterborough, Pembroke, Renfrew or Napanee. We have a population under 1000. The Township of Carlow/Mayo is currently seeking an experience municipal professional, with the knowledge, skills and abilities in the part time position of Chief Building Official.

The Chief Building Official is responsible for the overall management of the building permit process, the issuance and inspection of building permits and septic permits. Ensuring compliance with the Ontario Building Code and the township's Comprehensive Zoning By-law while maintaining levels of service and making sure that legislative standards are upheld in a safe and economical manner.

The preferred candidate will possess a post-secondary diploma or degree in Architectural or Civil Engineering Technology or equivalent, Certified Building Code Official designation combined with five years working experience as a Building Official or Building Inspector. Candidate must have effective communication, analytical skills and demonstration of a general working knowledge of municipal operations and the working of other departments.

The hourly rate for this position to be determined subject to qualifications and experience based upon a 16-hour work week with the potential of additional hours.

Applicants are invited to submit a cover letter and resume no later than December 14, 2020 to:

Attention: Arlene Cox, Clerk-Administrator  
Township of Carlow/Mayo  
3987 Boulter Road, Boulter, Ontario, K0L 1G0  
"CBO Job Vacancy"

By email to: [clerk@carlowmayo.ca](mailto:clerk@carlowmayo.ca) stating clearly "CBO Job Vacancy" OR by fax 613-332-2175.

Please contact the Clerk-Administrator at 613-332-1760 if you have any inquiries.

The Township of Carlow/Mayo is an equal opportunity employer. We thank all candidates for their interest however only those under consideration will be contacted. Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation please contact the Municipal Clerk. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for recruitment purposes.