



EMPLOYMENT OPPORTUNITY CHIEF BUILDING OFFICIAL

The Municipality of Mississippi Mills is seeking applications from qualified individuals for the position of **Chief Building Official** (CBO), due to an upcoming retirement. This position is permanent full-time for 40 hours at an annual salary of \$81,649 – \$100,368 (2020 – under review) plus signing bonus, professional development opportunities and a comprehensive benefits package.

Reporting to the Chief Administrative Officer, the CBO is responsible for enforcing the Building Code Act and regulations in accordance with the Provincial statutes and municipal by-laws. The CBO manages a Deputy CBO, 2 Building Inspectors, and Building Administration Clerk and all aspects of the Building Division from the building permit application intake, plans review, and inspection for new construction and renovations.

The ideal candidate will have a diploma in civil engineering technology or equivalent, qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the minimum following categories: General Legal / Process (Chief Building Official); House; Small Buildings; Plumbing House; Plumbing All Buildings; and Large Buildings. A minimum of five (5) years related experience is an asset.

For a detailed job description, please check the Mississippi Mills website under Jobs at www.mississippimills.ca/en/municipal-hall/jobs.aspx

Qualified candidates are invited to submit a detailed resume and cover letter in confidence to cmoyle@mississippimills.ca. Email subject line should include your last name and position you're applying for (CBO) no later than **12 o'clock noon on Tuesday, April 27th, 2021**.

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

The Municipality of Mississippi Mills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.