



THE TOWNSHIP OF SEVERN
Planning & Development
Department
Chief Building Official

JOB DESCRIPTION

The Township of Severn is seeking applications from qualified individuals for the position of Chief Building Official.

DUTIES

Reporting to the Director of Planning and Development, the Chief Building Official (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, 1 Building Inspector, and an Administrative Assistant and all aspects of the Building Division. General Duties are:

- Performing the statutory duties of the Chief Building Official.
- Ensuring the promotion of public safety through the application of appropriate building standards by implementing and enforcing the Ontario Building Code Act.
- Overseeing plan inspections for new buildings, structures, renovations, and additions that are submitted for construction to ensure both local and provincial compliance as well as the issuing of building, plumbing and septic permits.
- Managing and coordinating the day-to-day Building Division activities including assigning, monitoring, and tracking workload to meet legislative timeframes and activity performance objectives, determines training and development needs, coaching, and mentoring, and conducts performance appraisals.
- Handling of legal action resulting from noncompliance.

QUALIFICATIONS

The ideal candidate will be qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the minimum following categories as defined under Division C, Part 3 of the OBC: Legal CBO, Plumbing All Buildings, On Site Sewage Systems, Large Buildings, Complex Buildings, Building Services and Building Structural .Have Strong computer skills, including knowledge of Microsoft Office software and other

related software packages with a strong sense of uses/opportunities for technology. Familiarity with Asyst would be an asset. Valid Class "G" Driver's License and a reliable vehicle to use on corporate business. A minimum of five (5) years related experience in a municipal department. Successful candidates must abide by the Ontario Health and Safety legislation and follow Township Health and Safety policies, Covid 19 protocols and public health guidelines.

Salary Range for this position is \$92,901 to 108,676 annually. If you are looking for a career that will enable you to contribute to a growing community, please submit your resume and related information online to Michelle Prophet Healy, Manager of Human Resources, Township of Severn, 1024 Hurlwood Lane, P.O. Box 159, Orillia, Ontario, L3V 6J3; or by e-mail to hr@severn.ca

Deadline for Applications: May 11, 2001

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The Township of Severn is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please contact the Human Resources department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance, with the Municipal Freedom of Information and Protection and Privacy Act, personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25, and will be used for the purpose of candidate selection. Questions about the collection should be directed to the Freedom of Information Co-Ordinator at the Township of Severn.