



# Chief Building Official

## People, Place, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

## Job Profile

Reporting to the Deputy City Manager of the Community Development Department, the Chief Building Official administers and enforces the Building Code Act and its regulations under the Building Code Act. As part of this administration, establishes related policies and procedures, keeps Council apprised of key building projects within the community and works seamlessly with other divisions within the corporation.

## What you will be doing

- Prepare Division budgets
- Authorize the issuance of permits under the authority of the Building Code Act
- Administer and enforce Ontario's Building Code and its applicable laws, including the issuance of Orders and actions before the courts
- Author reports and make presentations to Council and the general public
- Establish goals, policies and procedures for the Building Division
- Execute Agreements and collect securities on behalf of the Municipality (Conditional Permits)
- Evaluate and determine if situations are unsafe for purposes of authorizing action and confirming the validity of the action before a Court Judge
- Develop relationships with external organizations and businesses for the benefit of the Division and Department

## Education

- Bachelor of Applied Science in Engineering or equivalent education with experience.
- Certified with Ontario Building Code Officials Association as a Certified Building Official (C.B.C.O.) including Building Code Identification Number with the Ministry
- Advanced knowledge of the Building Code Act, Municipal law and Provincial Offences Act.

## Experience and Knowledge

- A minimum of twelve years of experience related to administration and enforcement of the Municipal Act, Provincial Offences Act and the Building Code Act. On the job experience related to the specific legislation, as well as corporate operations and corporate procedures.
- A minimum of five years of supervisory level experience.

## We will ask you for these items if you are hired

Proof of your current and valid certificate(s) and/or educational qualifications.

Supervisor Health and Safety Awareness Training Certificate from the Ministry of Labour (may be obtained post offer).

Valid G driver's license.

## Your compensation

This position is within Grade 9 of the Non-Union Salary Schedule and has an annual salary range of \$121,634 to \$148,332. We offer a comprehensive benefit package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

## Hours of work

Monday to Friday, 8:30 a.m. to 4:30 p.m. (35 hours per week).

**Advertisement expiration date**

To apply for this position visit: [www.cambridge.ca/careers](http://www.cambridge.ca/careers). This posting closes on Friday, July 2, 2021.

**Accommodation needs and protection of privacy**

The City of Cambridge is an equal opportunity employer, committed to diversity and inclusion. We welcome and encourage applications from all qualified individuals, and will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the recruitment and hiring process.

Please contact Human Resources to make your needs known in advance, with the nature of any accommodations that you may require in respect to any materials or processes used to ensure your full and equal participation throughout the recruitment and hiring process.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.