

# THE CORPORATION OF THE TOWN OF INGERSOLL

Invites applications for the position of

## Chief Building Official



The Town of Ingersoll is seeking a Chief Building Official to join its Building department. Located in Oxford County in Southwestern Ontario, Ingersoll offers urban living with small-town values yet enjoys easy access to larger cities. Surrounded by farms and nature, Ingersoll is home to a diversity of thriving industries and commercial businesses and is host to many special events, athletic and recreational amenities and excellent schools. For more information on the Town, please visit our website at [www.ingersoll.ca](http://www.ingersoll.ca).

### Position Overview

Reporting to the CAO, performs the responsibilities of Chief Building Official (CBO) as defined in the Ontario Building Code Act and Regulations and Town by-laws. Carries out inspections and enforces occupancy standards for new construction, alterations, additions, renovations, septic demolitions and plumbing in accordance with provincial legislation and local by-laws. Administers and enforces the Zoning By-law and other building-related By-laws. Prepares and monitors annual Building Department Budget and operation and maintenance budgets for the Town Hall, Library and other downtown facilities. Maintains a close working relationship with other managers and maintains records and statistics and carries out routine inspection and may direct maintenance and repair requests for Town Hall/Library ensuring a high state of repair and safety.

- Provides direct supervision to the Building Inspectors and Building and By Law Coordinator
- Issues permits for building, plumbing, sewer and signs using the Amanda Software
- Provides comments to Council, County of Oxford Land Division and Planning Committees on zoning/planning matters and reports regularly to Council on activities including occurrence reports, problem areas, permit values and makes recommendations for changes and improvements in operating methods and policies.
- Deals with public enquiries at the counter, by telephone and correspondence relating to problems encountered in building, plumbing, heating, fencing, signs, pools, codes and by-laws and examines site and dwelling plans for building permit applications.
- Responds to letters, verbal requests or complaints from solicitors, architects & property owners & interprets by-laws & provincial codes, explains intent & content of enforcement provisions & offers alternatives where possible.
- Prepare violation tickets, orders, summonses, subpoenas, and prepare related legal documents. Prepare for and appear in court as an expert witness.
- Conducts and documents routine inspections for the Town Hall

### Qualifications

- College diploma in engineering, architecture or related field, with 5 years relevant work experience, preferably in a municipal/institutional setting
- Must obtain a satisfactory Police Criminal Record Check
- First Aid/CPR
- Possess and maintain a valid class G Province of Ontario driver's license
- Registered with the Ministry of Municipal Affairs & Housing 2006 Code
- Successful completion of Provincial Bill 124 exams:
  - Legal process for Chief Building Official
  - House
  - Plumbing – House
  - HVAC – House
  - Building Services
  - Building Structural

- Complex Buildings
- Large Buildings
- Plumbing – All Buildings
- Small Buildings
- Certification as CBCO, MAATO and/or CET

### **Benefits**

We offer a competitive salary range of \$89,962.60 to \$105,250.60 annually (based on 35 hours/week), plus a comprehensive pension and benefits package.

### **Application Instructions**

To explore this exciting opportunity further, qualified candidates are invited to submit their application in confidence, to the attention of the Human Resources Coordinator no later than **July 30, 2021, at 11:59 pm.**

**Monique Donmoyer**

**Human Resources Coordinator**

**Town of Ingersoll**

**130 Oxford Street, 2<sup>nd</sup> Floor**

**Ingersoll, Ontario N5C 2V5**

**monique.donmoyer@ingersoll.ca**

***The Town of Ingersoll is an equal opportunity employer and will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process.***

***While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.***