



The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 61,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

## CHIEF BUILDING OFFICIAL (Permanent Full Time)

<b>JOB ID:</b> C58-21	<b>LOCATION:</b> Remote & <a href="#">30 Centre St., Orangeville</a>
<b>JOB TYPE:</b> Permanent Full Time	<b>DEADLINE TO APPLY:</b> Open until vacancy is filled

Reporting to the Director of Development and Tourism, the Chief Building Official is responsible for for duties regulated under the Ontario Building Code Act for the administration and enforcement of the Ontario Building Code for 7 of the 8 local municipalities in Dufferin County. This position ensures that the proper inspections are carried out applicable to the Building Code, municipal by-laws and any other regulations pertaining to building, plumbing and sewage system from commencement of construction to occupancy clearance.

### What you'll do

- Manage the enforcement of Provincial Statutes and Regulations under the Ontario Building Code, and all other applicable laws as they apply to buildings and structures.
- Recruit, supervise, manage and develop Building Inspectors including mentoring, coaching, scheduling and evaluating staff
- Responsible for by-Law enforcement as required
- Maintain confidentiality of information acquired in the course of the review of building proposals
- Represent the County at relevant legal proceedings or special hearings
- In accordance with the Ontario Building Code, responsible for the preparation of an annual report for public viewing regarding building permit fees authorized, and costs to the County to administer and enforce the Ontario Building Code Act
- Interpret the County's Development Charges By-Law to determine if a proposed development is subject to development charges, and collects the appropriate fees
- Assess alternate solutions by reviewing proposal, acceptability and authorizes compliant alternatives
- Collaborate with building department staff to ensure consistent and exceptional customer service
- Responsible, as a Supervisor under the Occupational Health and Safety Act, to ensure that the work environment is maintained in a healthy and safe condition, and that workers are aware of all potential and existing work-related hazards. Provide ongoing safety education and evaluate the health and safety performance of employees, and Prepare planning policies, by-laws and standards
- Perform other related duties as assigned.

DISCOVER YOUR CAREER WITH US

## What you'll bring

- Post-secondary diploma in Architectural or Engineering Technology or related discipline
- 5 years building experience with a background in design, construction and project management
- Certified Building Official (CBCO) Designation
- Certified under the Ministry of Municipal Affairs and Housing (MMAH), including prescribed topics for Chief Building Officials
- Strong working knowledge of applicable legislation, regulations and standards
- Experience with building permit software an asset
- Proficiency with the Microsoft Suite including Office, Word and Excel
- Excellent and professional verbal and written communications and presentation skills
- Highly principled and results oriented
- Competent as a supervisor within the meaning of the Occupational Health and Safety Act
- Valid Class G Driver's license

## What we can offer YOU!

- A competitive hourly wage ranging between \$60.26 – \$70.50
- Comprehensive health benefits and enrollment in a defined benefit pension plan
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment

## Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to:  
[hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we have made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of our region.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.