



## Municipal Building Official 3 to 5 - Job ID #1339

Job Title	Municipal Building Official 3 to 5	Status / Job Type	Permanent Full Time
Commission	People, Legislated Serv & Plan	Department	Building Services
Union Affiliation	CUPE 181 (CITY HALL) - FT	Number of Openings	1
Rate of Pay / Range of Salary	\$38.10 to \$50.00	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Sep 30, 2021
Job ID #	1339	Closing Date (4:30 pm)	Oct 14, 2021

### Position Summary

#### Duties Municipal Building Official 3 to 5

Reporting to the Manager of Building Services, the Municipal Building Official is responsible for enforcement of the Building Code Act and the Ontario Building Code by inspection and/or plans examination of construction projects. The incumbent is responsible for issuing reports, letters, Building Code Act Orders as necessary. The MBO also reviews plans for zoning compliance and ensures development regulations are being met in accordance with all applicable legislation. This position works with other authoritative bodies, including the Brantford Fire Department, Ministry of Labour, Brantford Police Services, Brant County Health Unit, Technical Standards and Safety Authority, Electrical Safety Authority, Grand River Conservation Authority, Ministry of Transportation and others to assist in gaining compliance with various legislative requirements.

#### Additional Duties - Municipal Building Official 5

Additional duties for the MBO 5 position include providing guidance and assisting in the co-ordination of the work of the MBO1, MBO2, MBO3, MBO4 and students in the processing of building permit applications and inspection of buildings. This position may also provide departmental comments for various committees such as Committee of Adjustment and Development Review, as well as providing support and advice to the management team as required. This position is also responsible for attending meetings to provide interpretation of the zoning bylaw and building code to architects, professional engineers, developers, and other City Departments as assigned.

### Qualifications

The successful candidate will be offered a Municipal Building Official 3, 4, or 5 position commensurate with their qualifications and experience. Employees will be able to automatically progress from MBO 3 through to MBO 4 and MBO 5 when the employee has met the experience and certification requirements of the next level MBO, and will be compensated accordingly, subject to the terms and conditions of the Collective Agreement and any other applicable agreement, policy, and/or legislation:

MBO 3: \$38.10 - \$42.02

MBO 4: \$41.84 - \$45.99

MBO 5: \$45.62 - \$50.00

**The successful candidate for the MBO 5 position will possess:**

- Three year community college diploma as a Construction or Architectural Technologist (or equivalent) OR a
- Plumbing Certificate of Qualification and a Backflow Testers Certificate from the O.W.W.A.
- Provincial qualifications from the Ministry of Municipal Affairs in:
  - General Legal
  - House
  - HVAC - House
  - Small Buildings
  - Building Services Building Structural Large Buildings Complex Buildings
  - OR for the duties of plumbing inspection:
    - General Legal
    - Plumbing - House
    - Plumbing - All Buildings
    - On Site Sewage Systems
- Experience: Minimum five years as a building official OR for the duties of plumbing inspection four years as a building official
- Knowledge and ability to interpret Codes, By-laws and working (construction) drawings, with an excellent understanding of the Building Code Act, Ontario Building Code, Ontario Fire Code and municipal by-laws. A CBCO designation is preferred
- A valid Ontario class "G" driver's license in good standing is required
- Proven written, verbal, and computer skills coupled with excellent customer service skills are essential
- Knowledge of a permit tracking system (AMANDA) is an asset
- Able to resolve complex problems related to inspections/plan examination Excellent interpersonal skills with the ability to work in a team environment Excellent customer service skills with the ability to handle conflict
- Knowledge of the Provincial Offences Act and the Occupational Health & Safety Act.
- Must be able to perform the physical requirements of the job which includes walking, sitting and standing for extended periods of time; climbing, crawling and stooping as well as working remotely from a vehicle

**Candidates with the following qualifications may be considered for the MBO 4 position:**

- Three year community college diploma as a Construction or Architectural Technologist (or equivalent) OR a
  - Plumbing Certificate of Qualification and a Backflow Testers Certificate from the O.W.W.A . Provincial qualifications from the Ministry of Municipal Affairs in:
    - General Legal
    - House
    - HVAC - House Small Buildings Building Services Building Structural

- OR for the duties of plumbing inspection: General Legal
- Plumbing - House Plumbing - All Buildings On-Site Sewage Systems
- Experience: Minimum two years as a building official
- Knowledge and ability to interpret Codes, By-laws and working (construction) drawings, with an excellent understanding of the Building Code Act, Ontario Building Code, Ontario Fire Code and municipal by-laws. A CBCO designation is an asset
- A valid Ontario class "G" driver's license in good standing is required
- Proven written, verbal, and computer skills coupled with excellent customer service skills are essential
- Knowledge of a permit tracking system (AMANDA) is an asset
- Able to resolve complex problems related to inspections/plan examination Excellent interpersonal skills with the ability to work in a team environment Excellent customer service skills with the ability to handle conflict
- Knowledge of the Provincial Offences Act and the Occupational Health & Safety Act.
- Must be able to perform the physical requirements of the job which includes walking, sitting and standing for extended periods of time; climbing, crawling and stooping as well as working remotely from a vehicle

**Candidates with the following qualifications may be considered for the MBO 3 position:**

- Three year community college diploma as a Construction or Architectural Technologist (or equivalent) OR for the duties of plumbing inspection a Plumbing Certificate of Qualification
- Provincial qualifications from the Ministry of Municipal Affairs in:
  - General Legal
  - House
  - HVAC - House
  - OR for the duties of plumbing inspection: General Legal
  - Plumbing - House
  - On-Site Sewage Systems
- Experience: Entry level - previous building official experience is an asset
- Knowledge and ability to interpret Codes, By-laws and working (construction) drawings, with an excellent understanding of the Building Code Act, Ontario Building Code, Ontario Fire Code and municipal by-laws. A valid Ontario class "G" driver's license in good standing is required
- Proven written, verbal, and computer skills coupled with excellent customer service skills are essential
- Knowledge of a permit tracking system (AMANDA) is an asset
- Able to resolve complex problems related to inspections/plan examination
- Excellent interpersonal skills with the ability to work in a team environment Excellent customer service skills with the ability to handle conflict
- Knowledge of the Provincial Offences Act and the Occupational Health & Safety Act.
- Must be able to perform the physical requirements of the job which includes walking, sitting and standing for extended periods of time; climbing, crawling and stooping as well as working remotely from a vehicle

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.

Interested applicants are kindly asked to apply online at: [www.brantford.ca/careers](http://www.brantford.ca/careers)