



Town of Midland

Job Posting

Position Title: Manager of Building Services /Chief Building Official
Status: Regular Full Time
Department: Planning, Building and By-Law
Hours: 40 hours / week
Salary: Grade 13 - \$ 86,863 to 108,578 annually
Closing Date: **November 28, 2021**

The Town of Midland is a dynamic waterfront community of 17,000 located in “the Heart of Georgian Bay.” As a lower tier municipality within the County of Simcoe, the Town of Midland delivers a full range of municipal services. Midland offers quality affordable living in a desirable part of the province. Work/life balance includes easy access to Georgian Bay along with four season recreational pursuits. Midland is the hub of North Simcoe with many exciting opportunities.

We are currently seeking a Manager of Building Services/ Chief Building Official to provide leadership and management of the Building Services division including, preparing divisional business plans and budgets, providing supervision to staff and working with a departmental team to advance corporate goals and objectives and to oversee, review, and inspect all building plans/structures ensuring compliance to the Ontario Building code. Issue permits, compliance orders, and correspondence with respect to the Ontario Building Code. Assist the public with Building Permit applications and prepare monthly Budgets.

Do you have the “right” combination of education and related experience? Ideally we are looking for a candidate who holds a post-secondary degree, diploma, or equivalent in Architectural or Engineering Technology or related discipline, with five (5) years of commercial and residential building inspection experience, including three (3) years management/supervisory experience, previous municipal experience is a requirement. Previous Chief Building Official experience is an asset. Designation as a Certified Building Code Official (CBCO) and a member in good standing with the Ontario Building Officials Association, With MMAH: Legal/Process CBO, House, Small Buildings, HVAC-House, Plumbing-All Buildings, Plumbing-House, Building Structural, Large Buildings, Complex Buildings, Building Services, On-Site Sewage Systems.

For a full job description please see below.

APPLY IN CONFIDENCE TO: The Town of Midland uses the Deltek Applicant Tracking System (ATS) to post jobs and accept applications. Link - [Employment Opportunities](#)

No Phone Call Please



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The Town of Midland is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the recruiting process. Please advise the Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. The Town of Midland is a scent sensitive environment, and we ask all applicants to refrain from wearing scents should they attend our offices.

Note: We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.



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Job Description

Position Title: **Manager of Building Services and Chief Building Official**
Department: Planning, Building and By-Law
Reports To: Executive Director of Planning, Building and By-Law
Salary: Grade 13 - \$ 86,863 to 108,578 annually

Position Summary

Responsible for providing leadership and management of the Building Services division including preparing divisional business plans and budget, providing supervision to staff and working with a departmental team to advance corporate goals and objectives related to development and overseeing, reviewing, and inspecting all building plans/structures ensuring compliance to the Ontario Building code. Issue permits, compliance orders, and correspondence with respect to the Ontario Building Code. Assist the public with Building Permit applications and prepare monthly Budgets.

Duties and Responsibilities

- Researches, prepares, monitors and updates policies relating to code interpretation, administrative, safety and operational matters for Municipal Building Officials and Cross Connection Control Program to ensure compliance with provincial legislation, permit insurance and customer service.
- Provides technical expertise and interpretation of sufficient compliance with objectives of the Ontario Building Code to staff and industry practitioners. Reviews Orders issued by the Municipal Building Officials.
- Provides work direction to the Building Administration staff as required
- Conducts employee performance reviews and participates in employee interviews and related departmental personnel issues, including discipline.
- Ensures provincially mandated timelines are met.
- Prepare and control Building Division budget.
- Site inspections - Perform inspections of construction for compliance of OBC for; footings, foundations, framing, plumbing, insulation, drywall, occupancy, septic systems, fire and health safety.
- 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



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- Interpret the County's Development Charges By-Law to determine if a proposed development is subject to development charges, and collects the appropriate fees
- Provides leadership and direction to staff within the Planning, Building and By-Law Services team. Respond to inquiries from members of the public, staff, council, government agencies, etc.
- Drafts procedures for approval by the Department Head. Ensures that all operating procedures, policies and records are created, managed and adhered to. Ensures all technical, statistical and other pertinent data are maintained as required.
- Provides advice, interpretation and recommendations in response to enquiries, liaises with and provides information and/or resolves complaints/concerns from the general public, internal departmental staff, consultants, elected officials, community/special interest/ratepayer groups, real estate agents, appraisers, the development community and other levels of government on Ontario Building Code requirements.
- Undertakes special projects and performs other duties as assigned, in accordance with corporate objectives.

Qualifications and Requirements

- Post-secondary degree, diploma, or equivalent in Architectural or Engineering Technology or related discipline, with five (5) years of commercial and residential building inspection experience, including three (3) years management/supervisory experience, previous municipal experience is a requirement.
- Previous Chief Building Official experience is an asset.
- Designation as a Certified Building Code Official (CBCO) and a member in good standing with the Ontario Building Officials Association.
- Registered Building Official with Ministry of Affairs and Housing (MMAH). Legal/Process CBO, House, Small Buildings, HVAC-House, Plumbing-All Buildings, Plumbing-House, Building Structural, Large Buildings, Complex Buildings, Building Services, On-Site Sewage Systems
- Thorough working knowledge of all building municipal services, including but not limited to; Municipal zoning By-Laws, Official Plans Building Code Act and regulations, Ontario Health and Safety Act, Ontario Building Code, Fire Code, Planning Act, the Municipal Act, Provincial Offences Act, Accessibility to Ontarians with Disabilities Act, and other legislation affecting municipalities.



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- Excellent interpersonal, project/time management, analytical, communication, presentation, public/media relations, problem-solving, negotiations, staff leadership, supervisory report writing, record keeping skills as well as the ability to interpret detailed blueprints.
- Experience in using Land Manager, Amanda or some other systematic building permit tracking system/software.
- Valid Class “G” Ontario driver’s licence.

Competencies

- **Business Acumen** – the ability to build business relationships, resolve conflicts, negotiate, mediate, facilitate and deliver information to a wide variety of audiences. Effectively research and analyze, and effectively respond to emerging opportunities and risks.
- **Political Acumen** - Ability to build trust and credibility in a politically sensitive role with competing demands and priorities.
- **Communications Skills** - Possesses strong communication skills, both verbal, and written and expresses thoughts in an organized, concise manner. Actively listens to the issues of others in a manner that elicits cooperation and support. Ability to think under pressure and present cogent ideas and respond effectively in a public meeting settings. Has the ability to develop and deliver effective presentations.
- **Negotiations**- Ability to negotiate contentious matters on behalf of the municipality specifically as it relates to development agreements, site plan agreements and subdivision/condominium agreements.
- **Leadership** – The ability to coach, mentor, and leader, you strive to create a culture of empowerment and accountability and a team that feels well supported and valued.
- **Collaborative** – Has an honest, open, and consistent approach to working with others toward organizational strategic objectives and possesses strong relationship and interpersonal skills, including the ability to build relationships and develop and maintain partnerships.
- **Knowledge** – Continuously seeks to stay current and be at the leading edge in his/her field and is committed to continuous learning; one that is self-motivated and self- directed, being able to work independently with sense of urgency to task completion.
- **Innovative** – Is creative, and has the ability to cease upon innovative opportunities, while recognizing the necessity of working with limited resources and in alignment with the strategic directions of the Town.



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- **Energetic & Adaptable** – Has the ability to adapt to new and changing situations; able to alter course/direction when necessary; enjoys and embraces new challenges; flexible; able to deal with stress effectively.
- **Technical** - Strong computer skills particularly with Microsoft Office, municipal and government databases.

Effort/Physical Demands

- Work involves mental and visual concentration with frequent interruptions
Physical demands require standing, sitting, walking and some lifting
- Visual attention for detail and health and safety while on the job

Working Conditions

- Normal work week is 40 hours for the duration of the Shared Service Agreement with Town of Penetanguishene, Monday to Friday with a one-hour unpaid lunch.
- After hours may be required to attend emergency calls, Council meetings
- Standard office working environment or within vehicle.
- Exposure to undesirable conditions such as various temperatures, inclement weather including rain, snow, dirt, noise, vibration or mechanical hazards.
- Travel required within the Municipality