



## The Town of Collingwood Seeks: Manager, Building Services/CBO (Full-Time)

People Thrive Here – Live More Now! Collingwood offers residents and visitors a healthy lifestyle of activities in beautiful and safe settings, including an active transportation network, an inclusive multi-generational artful community with strong civic pride, an animated waterfront and boating facilities, and is a hub of successful entrepreneurs and businesses offering rewarding jobs. Leading edge staff support Council and community decisions that are progressive, accountable and sustainable, protecting and leveraging Collingwood's core strengths: a vibrant downtown and community, a healthy natural environment attractive in all seasons, an extensive waterfront interconnected with the town, and our strong cultural and built heritage.

Reporting to the Director of Planning, Building & Economic Development, the Manager, Building Services/Chief Building Official (CBO) is responsible for the management, operation, and administration of the Building Services Division. This position acts as the appointed CBO and performs the regulatory duties as defined under the Building Code Act (BCA), and Ontario Building Code (OBC). The Manager oversees and manages the interpretation, administration and enforcement of the BCA, OBC, and applicable municipal by-laws to ensure all buildings and structures meet and/or exceed the minimum requirements. Responsibilities include establishing and implementing operational procedures for the plan review, inspection, and enforcement of the BCA and OBC, and overseeing and managing the issuance of permits for the construction, renovation, change of use, and demolition of buildings within the municipality.

Qualifications include a diploma in Building, Architectural, Civil Engineering Technology or related discipline, together with a CBCO designation and Registered Building Official with MMAH with a valid Building Code Identification Number. Applicants will have ten (10) years of relevant experience, including seven (7) years as a CBO or Deputy CBO and demonstrated success in leading cohesive and motivated teams to meet corporate goals, objectives and initiatives. Normal hours of work are thirty-five (35) hours per week and the annual salary range is \$99,572.20 to \$120,993.60.

Please refer to the Town of Collingwood website for further position details located at: <https://www.collingwood.ca/council-government/employment>. Interested qualified applicants are invited to forward their cover letter and resume quoting **Job #2022-21** no later than **May 24, 2022 by 4:00 p.m.** to:

Melissa McCuaig  
Manager, Human Resources  
Town of Collingwood, P.O. Box 157  
Collingwood, Ontario L9Y 3Z5  
Email: [jobs@collingwood.ca](mailto:jobs@collingwood.ca)