



Municipal Building Official

People, Place, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

Job Profile

The City of Cambridge currently is seeking Municipal Building Officials working within the Community Development Department, Building Division available immediately. Reporting to the Manager of Building Officials, this position is responsible for the following duties:

What you will be doing

- Conducts on-site inspections and reviews plans to ensure conformance to the requirements of the Building Code and all applicable laws to maintain a minimum required level of safety, health, accessibility for persons with disabilities, and fire and structural protection of buildings prior to and during use.
- Discusses, reviews, and answers any questions or complaints which the general public, permit applicants, consultants, designers may have regarding construction in the City of Cambridge.
- Assesses, consults, and reports on the design, construction, and occupancy of all types of new and existing buildings and structures in accordance with the applicable laws and bylaws.
- Reviews and inspects construction, renovations, alterations, changes of use, interior improvements and demolitions.
- Responds to complaints and requests that occur outside the construction realm, including post-fire structural safety inspections
- Uses training and experience to administer laws and bylaws related to the design and construction of building and structures as defined in provincial legislation.
- Enters records and notes into the permit tracking system (AMANDA).

Education

Three-year College Diploma in Construction/Architectural Technology or related program.

Experience and Qualifications

Level III (1 Position)

- Experience Required: 3-4 years of related experience with a focus on: Part 3 Plans Examination and Site Inspections.
- Ministry of Municipal Affairs - Qualification & Registration (BCIN #), Legal (powers & duties of a CBO) and either (as determined):

- Required Qualifications: + General or CBO Legal (Small (House, Large Buildings, Complex Buildings, Plumbing – All Building Services, Building Structural, + *CBCO Certified Building Code Official with the Ontario Building Officials Association.

Level IV (2 Positions)

- Experience Required: 5 years of related experience with a focus on: Part 3 Site inspections
- Qualifications Required: CBO Legal (Small (House, Large & Complex Buildings, Plumbing – All, Building Services, Building Structural, On-Site Sewage, *CBCO Certified Building Code Official with the Ontario Building Officials Association.

Experience and Knowledge

- Qualification and registration with the Ministry of Municipal Affairs; and, Certified Building Code Official Designation with the Ontario Building Official Association.
- knowledge of the Ontario Building Code, application, and interpretation along with experience in all aspects of the construction industry, including construction methods, procedures, practices and materials.
- A valid G class driver's license. The successful candidate would have to provide proof that s/he has a valid driver's license upon being hired. Use of personal vehicle may be required.
- Experience and competency in using MS Word, Excel, Outlook; permit tracking system (AMANDA); Class Point of Sale, On-Point Map Viewer, Bluebeam, Adobe Reader, and Internet Explorer
- Inputting and editing information in compliance tracking system (AMANDA) in accordance with City of Cambridge AMANDA procedures.
- Conducting plans exam and inspections in accordance with Ontario Building Code requirements, departmental policies/procedures, interdepartmental policies/procedures (i.e. grading approval procedure, water meter installation procedure), City of Cambridge by-laws (i.e. water use by-law), applicable provincial regulations (i.e. record of site condition required under Environmental Protection Act, land use permits from Ministry of Transportation).

We will ask you for these items if you are hired

- This position also requires the use of a personal vehicle.
- Covid-19 proof of dose one (1) and two (2) vaccination upon hire (External Candidates)
- Proof of your current and valid certificate(s) and/or educational qualifications.
- Supervisor Health & Safety Awareness Training Certificate from the Ministry of Labour

Your compensation

Level III MBO:

Salary for this level is within the Inside Workers Union: Grade 11: \$82,208 to \$87,371

Level IV MBO:

Salary for this level is within the Inside Workers Union: Grade 12: \$86,891 to \$92,353

We offer a comprehensive benefit package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

Hours of work

The regular hours of work are 8:30 a.m. to 4:30 p.m., Monday to Friday inclusive (35 hours per week).

Advertisement expiration date

To apply, please go to www.cambridge.ca/careers. This posting closes on June 30, 2022.

Accommodation needs and protection of privacy

The City of Cambridge is an equal opportunity employer, committed to diversity and inclusion. We welcome and encourage applications from all qualified individuals, and will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the recruitment and hiring process.

Please contact Human Resources to make your needs known in advance, with the nature of any accommodations that you may require in respect to any materials or processes used to ensure your full and equal participation throughout the recruitment and hiring process.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.