



**The Corporation of the City Of Brantford  
Building Services**

requires

**Municipal Building Official 1 (Contract – Up to 12 Months)**

**Job ID# 1480**

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Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our Work from Home arrangement.

Reporting to the Manager of Building Services, the Municipal Building Official 1 will be responsible for the accepting and processing of building permit applications. Applying all relevant legislation, policies, procedures and standards to building permit applications by thoroughly reviewing submissions ensuring they meet minimum departmental application standards, providing cursory technical and zoning review. The MBO1 is also responsible for inputting application data into the computerized building permit system (AMANDA), organization and maintenance of plan review files as well as estimating the cost of construction for proposed buildings and collecting applicable permit fees. The incumbent provides information both verbally and in writing to various individuals and agencies regarding the City's zoning bylaws and Ontario Building Code and assists the public and builders with various permit applications issued by the department. The MBO1 will be responsible for enforcing the Building Code Act and the Ontario Building Code by performing plans examination and zoning bylaw review of Part 9 residential construction projects including decks, sheds, detached garages, and minor alterations to houses. This position also provides general office assistance and other related duties as assigned.

**QUALIFICATIONS**

The successful candidate will be offered a Municipal Building Official 1 OR 2 position commensurate with their qualifications. Employees will be able to automatically progress from MBO 1 to MBO 2 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 1: \$35.82 - \$39.59

MBO2: \$36.00 - \$40.00

The successful candidate will possess the following:

- Three (3) year community college diploma as a Construction or Architectural Technologist (or equivalent)
- Provincial qualifications from the Ministry of Municipal Affairs in: General Legal House
- Experience: entry level - previous building official experience an asset
- Proven written, verbal, and computer skills are essential
- 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
- Knowledge of a permit tracking system (AMANDA) is an asset
- Excellent interpersonal skills with the ability to work in a team environment
- Excellent customer service skills with the ability to handle conflict

**WAGE/SALARY RANGE:** \$35.82 to \$39.59 per hour (based on 35 hours a week).

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, June 30, at 4:30 p.m.**

**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. Applicants need to make their required accommodations known in advance.**