

# **Township of Douro-Dummer Is Seeking Applications to fill 2 Positions Of Building Official I / By-Law Enforcement Officer**

<b>Position:</b>	<b>Building Official I</b>
<b>Reporting To:</b>	Chief Building Official
<b>Hours of Work:</b>	36
<b>Salary:</b>	\$61,888.32 to \$72,802.08 (\$33.06 to \$38.89 per hour) 2022 rates

Welcome to the Township of Douro-Dummer! Our township is a quaint rural community comprised of small and large businesses, farmlands, beautiful lakes and rivers, parks, walking trails, and recreational opportunities. Located just east of Peterborough, the township is home to about 7600 people in an area of just under 460km<sup>2</sup>.

The Douro-Dummer Building Department is responsible for enforcing the Ontario Building Code Act while overseeing the construction regulations, maintenance and safety of buildings and other structures to ensure public safety.

Reporting to and under the direction of, the Chief Building Official, the Building Official I is responsible for performing plans review functions and building inspections required by the Ontario Building Code for residential buildings and ancillary structures within the scope of Part 9 to ensure compliance with all applicable law, municipal by-laws and the Ontario Building Code. The position is also partially responsible for sewage system enforcement under Part 8 of the Ontario Building Code.

The ideal candidate will have either post-secondary education in a related field or two (2) years related experience. Knowledge of the Ontario Building Code, Property Standards By-law, the Fire Code, the Official Plan and Zoning By-law, Source Water Protection Plan and applicable Federal and Provincial laws and various legislation relating to planning, development, building, enforcement and Health & Safety.

BCIN qualifications in Legal and House would be considered a strong asset. For those without BCIN qualifications, House and Legal would be required within 6 months of date of hire. Small Buildings, Plumbing All Buildings, Building Services, Building Structural, On-Site Sewage Systems, would all be required within 2 years of date of hire.

Candidates must have strong organizational and communication skills, a proven ability to deal with the public, as well as a Class "G" license with acceptable driving record. Candidates should also have a proven ability to read and understand specialized forms and blueprints, requiring strong analytical abilities, as well working with various forms of computer software.

This person will be expected to work both independently and as part of a team, using initiative and good judgement in carrying out the duties of the position. The person must

be flexible, adaptable and possess superior customer service skills and must act professionally in providing service to the public and as a representative of the municipality.

The present salary range for this position is \$61,888.32 to \$72,802.08 and is based on a 36 hour work week – four day work week available for those interested. This position includes room for growth, including promotion to Building Official II, which has a higher pay range. The Township is currently looking to fill these 2 new positions, one of which is a permanent full-time position, while the other is a one year full-time contract which will be re-evaluated prior to contract end date based on current department status.

Qualified candidates are invited to submit an application in confidence, including a resume and references no later than 3pm, Wednesday July 6, 2022 to:

Brian Fawcett, CBO  
Township of Douro Dummer  
894 South Street, P.O. Box 92  
Warsaw, Ontario K0L3A0  
e-mail: [brianf@dourodummer.on.ca](mailto:brianf@dourodummer.on.ca)  
Phone: 705-652-8392 Ext. 208  
[www.dourodummer.on.ca](http://www.dourodummer.on.ca)

Applications for this position will be received and reviewed on an ongoing basis before the deadline, we reserve the ability to fill the position prior to the posted deadline.

We thank all applicants, but only those invited for an interview will be contacted. Personal information is collected and will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, and will be used for employment purposes only.

We are an equal opportunity employer.

Accommodation for accessibility purposes is available upon request at any time during the recruitment process. Applicants submitting a resume containing references are thereby granting the Township of Douro-Dummer permission to check these references.