

EMPLOYMENT OPPORTUNITY
The Town of Smiths Falls Requires One (1) Full-Time
DEPUTY CHIEF BUILDING OFFICIAL/PLANS EXAMINER (35 HOURS PER WEEK)

The Town of Smiths Falls is a vibrant, progressive single tier municipality centrally located within an hour of Ottawa, Kingston, Brockville and the US border. One of Eastern Ontario's most scenic communities, the Town provides a high quality and affordable life for its residents, with beautiful heritage buildings, a recently revitalized charming downtown, world-class museums, recreational facilities and is home to the Rideau Canal UNESCO World Heritage site. With a population of 9,500, we are constantly seeing growth in our Town as houses, businesses and public services continue to be developed. In the last two years, building projects have surged confirming a growing population, an increase in job opportunities and an increase in public service demand.

To meet the needs of our growing community, Town of Smiths Falls is seeking one (1) full time Deputy Chief Building Official/ Plans Examiner reporting to the Chief Building Official. The successful candidate will play a central role in ensuring compliance with provisions of the Ontario Building Code and all other relevant legislation and regulations while performing all aspects of a Building Official position, including efficient delivery of building inspections and plan reviews from the initial application/enquiry, technical examination of drawings and issuance of permits, through to compliance inspections, record keeping, administration and special projects/investigations..

To be considered for this position, you must have:

- Minimum 3 years of municipal building department experience or equivalent experience involving the Building Code and Building Code Act.
- Knowledge and understanding of the Ontario Building Code Act, Ontario Plumbing Code, Fire Code and applicable Municipal, Provincial and Federal laws is essential.
- Successful completion of the BCIN qualification examinations administered by the Ministry of Municipal Affairs and Housing including: Legal/Process, Small Buildings, Plumbing All Buildings, Building Services and Building Structural. Large Building and Complex Building would be considered an asset.
- Certified Building Code Official designation preferred.
- Computer skills in word processing and data management, preferably with Microsoft products and Geographical Information Systems.
- Ability to read and comprehend construction drawings, changes/revisions and interpret by-laws.
- Possess and maintain a valid Class G Ontario Driver's License along with a clean driver's abstract and have access to a vehicle.

Critical thinking and detail oriented skills along with the ability to problem solve and work under pressure are essential. We are seeking a team member that will take pride in delivering customer focused service, answering building code enquiries and assisting with the completion of applications including over the counter review.

The Town offers a comprehensive benefits package including enrolment in the OMERS pension plan and supportive professional development opportunities.

Qualified candidates looking for a challenging and rewarding career in a progressive, expanding community are invited to submit a resume and cover letter highlighting your experience, background and education. Please send your resume to our Human Resources Advisor, no later than 4:30 p.m. on Thursday August 11, 2022. Replies should be addressed to Lynda McKimm, Human Resources Advisor at hr@smithsfalls.ca or mail at Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the Clerk at the address indicated above.