

### Municipal Building Official I

<b>Competition Number</b>	#120-791	<b>Job Code</b>	0661
<b>Posting Date</b>	September 23, 2022	<b>Closing Date</b>	October 9, 2022
<b>Job Status</b>	Permanent Full-Time		

The **City of Kitchener** is a vibrant and dynamic city of approximately 240,000, in the heart of southwestern Ontario. As the largest municipality in Waterloo Region, Kitchener continues to be poised for development and growth, enhancing its reputation as a leader in city-building and innovation, with nationally recognized strategies to build its neighbourhoods, its digital infrastructure and its diverse economy.

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#### Position Overview:

Performs plans examinations to ensure compliance with the Building Code Act, the Building Code and all other applicable laws, resolutions and policies for Part 9 buildings (up to two residential dwelling units). Administers standards for architectural, structural, plumbing, electrical, mechanical, on-site sewage systems, and grading disciplines as described in the Building Code.

#### Responsibilities:

- Ability to perform plan examination, receive complete permit applications, issue building permits and answer general inquiries.
- Review drawings and specifications for code compliance.
- Receive, research and respond to inquiries re: Ontario Building Code requirements, interpretation and application.
- Provide technical assistance to Building Division staff.
- Establish and maintain required plan files.
- Establish and maintain approved building permit documents for Corporation.
- Respond to inquires re: Ontario Building Code and referenced documents, zoning, fence, grading, by-laws, permits, etc. as requested by Members of Council, other city departments and members of the public.
- Assist in the enforcement of zoning by-laws and planning approvals.
- Responsible for accurate data entry and file maintenance for building permits.
- Verification of structural drawings for small buildings.
- Perform other related duties as assigned.

#### Requirements:

- Must be reliable with good attitude and employment record.
- Must have the ability to support and project values compatible with the organization.
- Must have a 3 year Degree or Diploma in Architectural-Construction Engineering Technology or other related field.
- Must have a minimum of 1 year related experience in the construction industry.
- Must have a valid MTO class 'G' driver's license in good standing and the use of a personal vehicle.

- Must have the ability to participate as an effective team member.
- Must have the ability to work independently and efficiently with exceptional organizational skills.
- Must have a thorough understanding of the technology and methodology of the construction industry and knowledge of building-related legislation, regulations and by-laws.
- Must have good communications skills with a customer service focus to deal effectively with both technical and non-technical customers.
- Must have a high degree of analytical, creative and judgement abilities to accurately evaluate construction projects and building plans for compliance with the Ontario Building Code.
- Must possess all Proof of Qualifications for the Municipal Building Official I position and be able to provide documentation from the Ministry of Municipal Affairs and Housing: General Legal/ Process, House, HVAC - House

**The City of Kitchener is committed to an equity-driven, inclusive, accessible, and barrier-free recruitment and selection process, and to ensuring our workforce reflects the full diversity of the community we serve. We welcome applications from Indigenous, Black, racialized and 2SLGBTQ+ persons, as well as other equity deserving groups.**

**We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please contact Human Resources at [recruitment@kitchener.ca](mailto:recruitment@kitchener.ca), or 519-741-2200 ext. 7261 to make your needs known, so that we can support your full and equal participation throughout the hiring process.**

**We appreciate the interest of all applicants. Only candidates whose skills, experience and qualifications meet the requirements of the position will be contacted.**

*Please note that as per Human Resources Policy HUM-HIR-110, "Employment of Relatives of Staff Members and Elected Officials":*

*"The immediate relatives of staff of the Human Resources Division, all Directors, General Managers, or the Chief Administrative Officer and Elected Officials shall not be employed by the City in any capacity. The immediate relatives of all other Management personnel shall not be employed where such employment would be:*

- 1. within the same Department in the case of permanent full-time, temporary full-time and part-time classifications.*
- 2. within the same Division in the case of students."*

<b>Department</b>	Development Services	<b>Division</b>	Building
<b>Union Affiliation</b>	CUPE 791	<b>Number of Positions</b>	1
<b>Hours of Work</b>	35 hours per week		
<b>Location</b>			
<b>Initial Location</b>	City Hall	<b>City</b>	Kitchener
<b>Compensation</b>			
<b>Salary Range</b>	\$58,558 - \$73,196	<b>Grade/Band</b>	7