

Town of Caledon

make a difference



Job Title: Manager, Building Services/Deputy Chief Building Official (Permanent Full-Time)
Closing Date: November 27, 2022, 11:59PM

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Director, Building Services and Municipal Law Enforcement Department, this position is responsible for providing leadership and directing the operations of the Building Division. This position focuses on customer service, plan review and the building inspection functions for the division, including the enforcement and compliance with the Building Code Act (BCA), and the Ontario Building Code. As the Manager, Building Services/Deputy Chief Building Official, you will perform the following duties, including but not limited to:

- Lead the development and implementation of the operational direction of the Division in consultation with the Director, by establishing short-term and long-term objectives and operational policies that support the Departments strategic directions, priorities, and program initiatives.
- Manage and monitor all aspects of the day-to-day operation (e.g., administration, inspections, plan review) with the support of the supervisory staff and administrative support staff.
- Ensure that the statutory duties and enforcement of the Building Code Act, Ontario Building Code and Town Policies and Procedures are carried out with competence and professionalism.
- Direct, coach, motivate, and manage direct reports while ensuring efficient and effective utilization of resources and recommend disciplinary action when necessary.
- Responsible for building, sustaining an engaged workforce, supporting/promoting succession planning within the division.
- Act as Chief Building Official (CBO) when required and perform the statutory duties of the CBO pursuant to the Building Code Act and the Ontario Building Code.
- Promote a collaborative, learning and team-based culture through role modelling and encouraging others; supports continuous learning and encourages innovation.
- Develop and foster relationships within the community, and with other agencies, to advance an educational and compliance-based approach to resolving issues.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

- Establish a customer service focused approach to the clients of Building Services as well as the residents of the Town.
- Create a team environment that fosters and develops high-performance workforce and builds effective working relationships.
- Responsible management of the Team's finances, material, and human resources to achieve results in a cost-effective manner; monitors expenditures to ensure budgetary compliance.
- Provide guidance on technical and human resource issues as required.
- Respond to inquiries, complaints, and concerns about Building matters and provide interpretation, direction, and guidance.
- Prepare appropriate reports and represent the Building Division at council, committees and other judicial/quasi-judicial bodies as required.
- Collaborate across the corporation and creates opportunities for shared success with other Teams, Divisions, and external partners.
- Be responsible to work in compliance with the Occupational Health and Safety Act and Regulations, the Town of Caledon Policies and Procedures, as well as established industry guidelines and ensure staff are aware of and adhering to these policies.
- Perform additional duties and undertake special projects as assigned.

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Civil Engineering Technology, Architectural Technology, or a closely related field. With certification with Buildings Branch of Ministry of Municipal Affairs and Housing (MMAH) in Legal, Complex Buildings, On-site sewage systems. Our ideal candidate has minimum 3 years of leadership experience and minimum 7 years of related experience in administration, interpretation and application of Building Code Act and the Ontario Building Code.

The ideal candidate will have demonstrated ability to exercise independent judgement and discretion. We are seeking an individual with superior organizational skills, a demonstrated ability to objectively, calmly and courteous with the public during dispute and conflict situations and excellent communication skills.

The successful candidate for Manager, Building Services/Deputy Chief Building Official will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$119,932.21 - \$146,976.86 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

New employees who commence employment on or after November 15, 2021 are required to be fully vaccinated against COVID-19, as a condition of employment. Being fully vaccinated is determined as the status of having received the full series of approved vaccines (both doses of a two dose vaccine series, one dose of a single dose vaccine series) and any additional doses required and approved by Health Canada and having satisfied the full post vaccination period required to ensure vaccination efficacy. The Town of Caledon reserves the right to request proof of vaccination at any time. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code.



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The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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