

Building Official

18 – Month Contract

35 hours per workweek, Monday to Friday 8:30am – 4:30pm

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Reporting to the Chief Building Official / Director of Building, Planning and By-law Services, the Building Official conducts building inspections for the construction, renovation, change of use, and demolition of residential and small buildings to ensure compliance with the Ontario Building Code and applicable municipal By-Laws. Additionally, this position investigates and researches complaints regarding contraventions of the Ontario Building Code &/or applicable Municipal By-Laws and issues appropriate notices and orders as necessary to ensure safety and accessibility of occupants and structural integrity of buildings.

Qualifications:

- Completed post-secondary in Architectural Technology, Engineering Technologist, Building Inspection, or related discipline, or an equivalent combination of education, training and experience such as a construction trade
- Possess a Building Code Identification Number (BCIN)
- Obtained a minimum level certification of qualifications in House & Small Buildings, Plumbing House, On-Site Sewage, General Legal/Process or CBO Legal/Process, from the Ministry of Municipal Affairs and Housing
- Additional qualifications in, Building Services, Building Structural, Large or Complex Buildings, HVAC House, Fire Protection, Lighting, Detection and Power would be an asset
- CBCO certification through the Ontario Building Officials Association would be considered an asset or willingness to obtain
- Previous experience in the construction industry or municipal government directly engaged in the building permit process would be preferred
- Experience in building inspections and enforcement of the Ontario Building Code
- Superior understanding of applicable legislation acts and regulations
- Knowledge of fire safety requirements as contained within the Ontario Building Code in addition to building/zoning matters (procedure for minor variances and amendments, deadlines, stop work orders, inspections, test results, property standards enforcement, and procedure to gain compliance)
- Demonstrated knowledge of sound construction practices and design
- Proficiency in the use of computers and MS Office
- Experience with Cloud permit and Bluebeam would be an asset
- Excellent interpersonal and communication skills (verbal and written), including ability to communicate with the clients and members of public tactfully and convincingly
- Project management skills and strong problem-solving abilities with attention to detail
- Ability to work under pressure to meet deadlines &/or peak period workloads
- Excellent ability to read and interpret plans and specifications
- Proficient in report writing regarding by-law investigations and building inspections
- Ability to work independently and within a team environment
- Provide satisfactory Criminal Record Check
- Possess and maintain a valid Ontario Class “G” driver’s licence

Hourly Pay Rate: \$33.21 to \$41.52 (2022 rate)

The Township of Adjala-Tosorontio has a COVID-19 Vaccination Policy; however, that policy is currently paused. If pandemic circumstances and public health changes warrant it, this policy may be re-instated. In the interim, individuals

are encouraged to follow all public health guidelines, monitor and self-screen for symptoms, use precautions including proper handwashing and sanitizing, and practice respiratory etiquette. In addition, individuals are encouraged to get their full vaccinations and booster shots against COVID-19 as advised by public health authorities (for more information please visit www.simcoemuskokahealth.org/)

Qualified candidates can forward their resume and cover letter to HR@adjtos.ca with “Building Official” in the subject line. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.