



## **Chief Building Official**

**(Permanent full time 35 hours per week)**

The Township of Brock is a growing community located on the east shore of Lake Simcoe in the northern part of Durham Region. The Township of Brock is made up of three distinct communities, numerous hamlets and beautiful countryside.

The Township of Brock is currently looking for a Chief Building Official (CBO). Reporting to the Director of Development Services, the CBO is responsible for managing all aspects of the building division including permit review, plans examinations, site inspections, and issuance of permits while ensuring compliance with the requirements of the Ontario Building Code (OBC). The CBO administers the review, interpretation, implementation and enforcement of the Township's Zoning By-Law, Site Alteration By-law and other Township by-laws relating to the use of buildings or lands.

The ideal candidate works well in a multi-disciplinary and fast-paced digital environment, enjoys a customer service role to support our residents, and can prioritize time-sensitive tasks.

### **Key Duties & Responsibilities:**

- In accordance with statutory requirements, manage the enforcement of Provincial Statutes and regulations governed by the OBC, and all other applicable laws as they apply to buildings and structures.
- Examine and review all permit applications, plans, drawings and specifications for conformity with all applicable regulations.
- Issue all building and demolition permits and issue orders as necessary, as per the OBC.
- Conduct site inspections to ensure construction meets appropriate standards and approved plans.
- Ensure all relevant inspections, orders, occupancies or notices are executed as they relate to permits issued or regulations violated.
- Supervise building inspectors and development services assistant.
- Ensure timely and appropriate response and subsequent action to all public, staff and Council inquiries.
- Prepare reports, compliance letters and correspondence; handle telephone, email and counter inquiries and maintain related records.
- Enforce the Township's Pool Fence By-law, Zoning By-law and Site Alteration By-law and all applicable laws associated with development proposals.
- Provide support to By-Law Enforcement in regard to property standards as it relates to buildings.
- Assist in the creation and implementation of policies, procedures, new by-laws and revisions to existing by-laws, as required.
- May be required to give factual information in a court of law regarding building inspections, infractions, property standards. etc.
- Provide support to all areas of the Development Services Department, including managing letter of credit reduction process in conjunction with the Director of Development Services and other involved departments.
- Establish and maintain filing and tracking systems. Prepare reports and compile statistics including but not limited to, building permit reports, Statistics Canada, financial transactions, and invoices.

- Manage multiple tasks with changing priorities.
- Build and maintain positive working relationships with co-workers and the public using principles of good customer service.
- Perform other tasks and duties which may be required from time to time in order to ensure the efficient operation of the municipality.

### **Qualifications & Experience:**

Preferred candidates will have:

- Certified Building Code Official (CBCO) from the Ontario Building Officials Association.
- Registered Building Official with the Ministry of Municipal Affairs and Housing (MMAH).
- A post-secondary degree or diploma in civil/structural engineering, architecture, building sciences, or related field.
- Successful completion of provincial qualifications and courses: General Legal/Process (CBO); House; Small Buildings; Large Buildings; HVAC - House; Plumbing – All Buildings.
- A minimum of five to seven (5-7) years of experience as a building inspector in a municipal building department with extensive working knowledge of the OBC. Experience as a CBO or Deputy CBO would be considered an asset.
- Excellent project/time/records management and organizational skills.
- Demonstrated and effective leadership and conflict management skills.
- Demonstrated verbal and written communication skills and proven ability to work in a team environment.
- Proficiency with information technology is essential and must be experienced working with building permit software with a familiarity of server and/or web-based programs and applications. Experience with CloudPermit would be considered an asset.
- Experience with property standards. Certificated Property Standards Officer would be considered an asset.
- Possess and maintain a Class “G” driver’s license.

The Township of Brock is prepared to offer the ideal candidate a competitive salary (Range \$95,053 - \$111,198) together with a comprehensive benefit/pension package, an emphasis on professional development and an overall positive corporate culture. Interested applicants are invited to submit a covering letter and resume addressing how the qualifications are met. The Township of Brock offers a telecommute work environment with part time in the office and part time at home. If you are interested in joining our team, please forward your resume to the attention of Robin Prentice, Director of Development Services via email ([hr@brock.ca](mailto:hr@brock.ca)) specifying the CBO position. Resumes will be accepted until **February 3, 2023**.

We thank all applicants and advise that only those to be interviewed will be contacted.

The Township of Brock is an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities and/or needs related to OHRC.

Personal information is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.