

City Of Kenora Chief Building Official External Job Posting

Kenora provides a high quality of life for residents and unforgettable experiences for visitors by celebrating and embracing the community's rich heritage, diversity, and natural environment.

DEPARTMENT	Development Services	HOURS OF WORK	Monday - Friday
CLASSIFICATION	Non-Union	SALARY	\$88,035 - \$104,803

Position Summary

Reporting to the Director of Planning and Building, the Chief Building Official is responsible for duties regulated under the Ontario Building Code Act for the administration and enforcement of the Ontario Building Code for the City of Kenora. This position ensures that the proper inspections are carried out applicable to the Building Code, municipal by-laws and any other regulations pertaining to building and plumbing systems are compliant from commencement of construction to occupancy clearance.

The Chief Building Official will:

- Manage the enforcement of Provincial Statutes and Regulations under the Ontario Building Code, and all other applicable laws as they apply to buildings and structures
- Recruit, supervise, manage and develop Building Inspectors including mentoring, coaching, scheduling and evaluating staff
- Responsible for building code related By-Law enforcement as required
- Maintain confidentiality of information acquired in the course of the review of building proposals
- Represent the Municipality at relevant legal proceedings or special hearings
- In accordance with the Ontario Building Code, responsible for the preparation of an annual report for public viewing regarding building permit fees authorized, and costs to the City to administer and enforce the Ontario Building Code Act
- Research, develop and implement at Council's direction by-laws relative to building and development fees and charges, and collects the appropriate fees
- Assess alternate solutions by reviewing proposal, acceptability and authorizes compliant alternatives
- Collaborate with Building and Planning Department staff to ensure consistent and exceptional customer service
- Responsible, as a Supervisor under the Occupational Health and Safety Act, to ensure that the work environment is maintained in a healthy and safe condition, and that workers are aware of all potential and existing work-related hazards when in the field. Provide ongoing safety education and evaluate the health and safety performance of employees, and prepare planning policies, by-laws and standards
- Perform other related duties as assigned.

Required Skills and Qualifications:

- Post-secondary education in building design, building science, building construction, or related field of study and/or trade
- Certified Building Code Official (CBCO) designation or a Building Code Qualified (BCQ) certification with all categories under Section 2.16 of the Building Code including CBO legal certification required.
- Certification under the Ministry of Municipal Affairs and Housing (MMAH) for Building Officials required.
- Three (3) to five (5) years' experience as a Chief or Deputy Chief Building Official.
- Five (5) years building experience with a background in design, construction, and project management
- Must possess a valid 'G' class Ontario Driver's License and access to a reliable vehicle.
- Supervisory experience with ability to motivate and maintain a harmonious and cooperative work place.
- Knowledge of applicable legislation such as Municipal Act, Ontario Building Code, Occupational Health & Safety Act, and any other associated regulations.
- Excellent problem solving and decision making skills with an ability to navigate complex environments and influence desirable outcomes through positive and collaborative relationship management Computer literacy skills including Microsoft Office applications (Excel, Word, Outlook, PowerPoint, etc.).
- Experience with building permit software would be considered an asset.
- Excellent oral and written communication skills with an ability to produce reports and communicate with all levels of staff, external contractors, and the general public.

- Well-developed organizational and time management skills with an ability to complete a high volume of work with accuracy and within prescribed deadlines in a fast pace environment.

Qualified candidates are invited to submit a cover letter and resume that clearly indicates how they meet the full qualifications of the position no later than **end of day March 31, 2023** to:

Human Resources | City of Kenora
1 Main St. S, Kenora, ON P9N 3X2
Fax: 807-467-2150 | Email: hr@kenora.ca

Successful applicants will be subject to criminal and professional reference check.

The City of Kenora is an equal opportunity Employer and committed to building a workforce that reflects the rich diversity of the community we serve. We encourage applications from all qualified individuals including members of groups with historical and/or current barriers to equitable employment, including but not limited to, Indigenous Peoples, members of racialized communities or visible minorities, persons with visible and/or invisible disabilities, diverse sexual and gender identities, orientations and/or expressions, and others who may contribute to the further diversification of ideas.

The City of Kenora is committed to providing accommodation in all aspects of the recruitment and selection process in accordance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. If you require an accommodation, please advise the Human Resources department in advance to ensure your participation in the recruitment and selection process.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

We thank all candidates for their interest, however only those selected for an interview will be contacted.