



The Municipality of Highlands East
Is Currently Seeking A
Chief Building Official

Situated on the Eastern side of Haliburton County, Highlands East covers 758 square kilometers with over 70 lakes, pristine scenery and is only a 2.5 hour drive from the Greater Toronto Area. Highlands East is a predominately rural community and is comprised of the amalgamation of the Townships of Bicroft, Cardiff, Glamorgan and Monmouth as of 2001. The hamlets of Cardiff, Highland Grove, Wilberforce, Tory Hill and Gooderham are our settlement areas.

Reporting to the Chief Administrative Officer/Treasurer, the Chief Building Official will be responsible for providing administration and enforcement of the Ontario Building Code Act, and Municipal Building By-laws relating to the issuance of permits, inspections and compliance.

The Municipality of Highlands East Building Department is currently accepting applications for the position of Chief Building Official.

Preference will be given to candidates who have the following experience:

- Minimum of five years in a municipal building department setting with extensive working knowledge of the Building Code.
- Must have passed the examination program administered or authorized by the Ontario Ministry of Municipal Affairs and Housing relating to the powers and duties of Chief Building Official and the categories of qualification set out in Division C of the Building Code.
- Formal academic training in an architectural based program, civil engineer or equivalent would be an asset.
- Experience managing staff in a unionized environment
- Strong management skills
- Excellent record management skills
- Must be computer literate and experienced working with Building Permit Software and Municipal Financial Software
- Excellent communication and proven ability to work in a team environment
- Valid G Licence

If you are interested in joining our dedicated team of municipal professionals, applications **clearly marked "Application – Chief Building Official"** may be submitted on or before 12:00 p.m., Friday, March 31st, 2023 via mail, in person, fax or email. Interested applicants may submit their resume, including references, in confidence to:

Brittany McCaw, Deputy CAO/Treasurer
Municipality of Highlands East
P.O. Box 295, 2249 Loop Road
Wilberforce, ON K0L 3C0
E-Mail: bmccaw@highlandseast.ca

The Municipality of Highlands East is an equal opportunity employer. Applicants requiring accommodation are asked to contact the CAO/Treasurer.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Municipality of Highlands East. Questions about this collection should be directed to Shannon Hunter, C.A.O.

A copy of the detailed job description is available upon request or on the Highlands East website at www.highlandseast.ca

We thank all applicants for their interest but only those selected for an interview will be contacted.