



## CHIEF BUILDING OFFICIAL AND EXECUTIVE DIRECTOR

- Please apply directly at: <https://www.nafor.com/cbo> -

### Where Innovation Meets Elevation!

**This is the perfect chance to break new ground and cement your career. Lay the foundation for success, pave your path and build your legacy. Raise the roof and define the blueprint for advancement. Join us, and you will reach new heights and prove that you are truly built to lead!** (all puns intended)

### JOB SUMMARY:

In this vital role, you will lead, manage and direct all functions at the City of Toronto's - [Toronto Building Division](#). Toronto Building plays a critical role in ensuring that the City's built environment is safe, sustainable, healthy, accessible, and compliant with regulations. By facilitating responsible development and maintaining high construction standards, the department contributes to the overall growth and well-being of Toronto's communities. Overall, you are responsible for ensuring the safety, compliance, and efficiency of building projects within Toronto by working co-operatively with the public, designers, and the building industry.

Utilizing your extensive senior management experience, strong leadership qualities and well-developed people management skills, you can influence the future direction of the Toronto Building Division. As an innovator, you can help modernize service delivery, lead transformation strategies, and achieve desired results aligned with the City's goals.

### MAJOR RESPONSIBILITIES:

- **Building Code Enforcement:** Lead the team that ensures strict adherence to the [Ontario Building Code](#), relevant municipal by-laws, and other applicable regulations during the construction, renovation, and demolition of buildings. Oversee thorough plan reviews and site inspections to verify compliance.
- **Permitting and Licensing:** Manage the issuance of building permits, licenses, and certificates of occupancy, ensuring timely and accurate processing while maintaining a transparent and customer-oriented approach.
- **Leadership and Team Management:** Oversee a team of building inspectors and support staff, providing guidance, training, and mentorship to ensure their professional growth and enhance their performance.
- **Policy Development:** Collaborate with City planners, engineers, Council and other stakeholders to develop and implement building-related policies, programs, and initiatives that align with the City's development objectives and reflect industry best practices.
- **Code Interpretation and Consultation:** Provide expert advice and guidance to architects, engineers, developers, contractors, and the general public regarding building code interpretations and compliance requirements.
- **Safety and Risk Management:** Help to identify potential risks and safety hazards related to construction projects, recommend appropriate corrective actions, and ensure that building practices prioritize safety for occupants and the public.
- **Code Updates and Training:** Stay abreast of changes in the Ontario Building Code and relevant regulations, and facilitate training sessions and workshops for staff and external stakeholders to disseminate the latest information.

- **Complaint Resolution:** Address building-related complaints from the public promptly and efficiently, investigating alleged violations and taking appropriate enforcement actions as required.
- **Budget and Resource Management:** Participate in the budget planning process, managing allocated resources efficiently, and proposing resource requirements based on workload and departmental needs.
- **Interdepartmental Collaboration:** Foster positive working relationships with other City departments, collaborating on cross-functional projects and sharing information to enhance overall efficiency and service delivery.

## **QUALIFICATIONS:**

- A relevant post-secondary degree or diploma in an area such as civil engineering, architecture, construction management, or a related field is preferred but not necessary.
- Proficiency in Six Sigma methodologies will be considered an asset in striving to optimize processes, reduce waste, and uphold the highest standards.
- Proven track record with several years of progressive experience in building code enforcement, plan review, and construction inspections.
- Thorough understanding and application of the Ontario Building Code and related regulations.
- Demonstrated ability to effectively lead and manage a team of building inspectors and other staff.
- Appropriate licensing and certification as required by local regulations and professional organizations, e.g. Chief Building Official Certification from the Ministry of Municipal Affairs and Housing.
- Comprehensive knowledge of local by-laws, zoning regulations, and other municipal requirements pertaining to building and construction.
- Strong analytical and problem-solving skills to address complex construction and code compliance issues.
- Excellent communication and customer service skills to interact with developers, architects, contractors, and the general public.
- Familiarity with legal aspects related to building codes, permits, and regulations to navigate any legal challenges or issues.
- Exceptional problem-solving abilities: proven ability to generate creative solutions to complex problems.
- Exceptional leadership, negotiation and collaboration skills and the ability to coach and influence.
- Ability to work independently and under pressure to meet deadlines.
- Excellent presentation skills and outstanding writing, editing and communications skills with the ability to structure and present information clearly, concisely, and logically to internal and external stakeholders through various communications platforms while ensuring consistent branding and messaging.
- High degree of judgment, political acumen and discretion; ability to analyze, problem solve and mediate complex situations with multiple stakeholders; strong networking and relationship-building skills; and ability to handle matters of a confidential/sensitive nature as it relates to Council, senior staff, management and unionized employees.
- Ability to thrive in a rapidly changing environment with frequent and competing priorities, deadlines and multiple tasks.
- Knowledge of municipal operations, Committee and Council proceedings, collective agreements, City guidelines, policies, municipal bylaws, and relevant legislation including Employment Standards Act, Human Rights Code and Occupational Health & Safety Act, AODA, and a general understanding of issues facing the City of Toronto.

**SALARY:** The salary budget for this role is between \$203,048 and \$258,736 per year and includes a comprehensive long-term benefits package with an additional OMERS pension plan plus health,

dental, life insurance and more.

**ABOUT THE [CITY OF TORONTO](#):** Toronto is Canada's largest city, the fourth largest in North America and home to a diverse population of approximately 2.8 million individuals. Consistently ranked one of the world's most livable cities, the City of Toronto is a global centre for business, finance, arts and culture. A team of approximately 35,000 employees are the driving force behind the City's ability to provide programs and services to residents, business and visitors to this community.

**[TORONTO BUILDING](#)** works with the public, designers and the building industry to create a safe, healthy, sustainable and accessible built environment. The [Ontario Building Code Act](#) establishes the Division's primary responsibilities, which are:

- Review applications to demolish, alter or construct buildings and issue permits.
- Oversee the teams conducting inspections during construction to make sure the work being done is in compliance with the Building Code and issued permits.
- If necessary, issue orders to enforce compliance.

In addition to the roles prescribed by the [Ontario Building Code](#) Act, Toronto Building administers and enforces the City of [Toronto's Sign By-law](#).

#### **CHIEF BUILDING OFFICIAL: Code of Conduct**

- Promote the safety of buildings with reference to public health, fire protection, structural sufficiency, conservation and environmental integrity, and barrier-free accessibility.
- Apply the Building Code Act and the Building Code impartially, without influence and in accordance with all applicable legislation.
- Act within the area of qualification obtained under the Building Code Act.
- Perform duties with due diligence, honesty and integrity.
- Extend courtesy to everyone and adhere to the City's Vision Statement on Access, Equity and Diversity.
- Keep abreast of current building practices through continuous education.
- Comply with the City of Toronto Conflict of Interest Policy, and
- Manage confidential and sensitive information according to the City's guidelines and relevant legislation.

#### **EQUITY, DIVERSITY, and INCLUSION:**

The City is an equal opportunity employer dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the [City's commitment to employment equity](#).

#### **ACCOMMODATION:**

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request. Learn more about the [City's Hiring Policies and Accommodation Process](#).

**CONTACT:** Jeff Richmond [jrichmond@nafor.com](mailto:jrichmond@nafor.com) | (416) 238-6400

**DETAILS:** [www.nafor.com/cbo](http://www.nafor.com/cbo)

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