



The Municipality of Highlands East
is seeking a

**Full-Time,
Deputy Chief Building Official/Building Inspector**

**Salary Range- \$33.40- \$39.30
40 Hours Per Week, Monday to Friday**

Reporting to the Chief Building Official, this position is responsible for exercising powers and performing duties under the Building Code Act, Ontario Building Code and other applicable law and related regulations. Responsible for reviewing plans, issuing permits, and performing site inspections. Provide customer service to the general public & contractors to answer zoning, building and septic permit application inquiries. Assist with the completion of applications including over the counter review. Perform all duties of the Chief Building Official in their absence.

Preference will be given to candidates who have:

- 5 years experience in a related trade with a minimum of 2 years performing municipal building inspections and reviewing permit applications and plans review.
- Formal academic training in an architectural based program or equivalent, or construction technology including septic installations.
- Qualified in or be willing to obtain qualification through the Ministry of Municipal Affairs and Housing examinations in House, Small Buildings, HVAC-House, Plumbing-House, Part 8 Sewage systems.
- Have a thorough working knowledge of the Ontario Building Code and associated legislation, with a demonstrated ability in plans examination, issuing permits, performing site inspections to ensure compliance with the Ontario Building Code and knowledge of construction techniques and systems.
- Have a valid G driver's license.
- Have experience with various computer programs including Cloud Permit, Blue Beam, MS Office Suite and good oral and written communication skills.

If you are interested in joining our dedicated team of municipal professionals, applications **clearly marked "Application – Deputy Chief Building Official/Building Inspector"** may be submitted on or before 12:00 p.m, Tuesday, November 28^h, 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
Fax: 705-448-2532 E-Mail: bmccaw@highlandseast.ca

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

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