



THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY (PERMANENT, FULL-TIME)
CHIEF BUILDING OFFICIAL
FILE #: 2023-91

Reporting to the Director of Development Services, the Chief Building Official (CBO) is responsible for enforcing the *Ontario Building Code Act* and regulations in accordance with provincial statutes and municipal by-laws. The CBO will have overall responsibility and statutory duties as defined under the *Ontario Building Code Act* and will manage all aspects of the Building Department from permit application intake, plan review, inspection, occupancy, final sign-off.

The ideal candidate will possess the following qualifications:

- Successful completion of the examination program administered or authorized by the Ministry of Municipal Affairs and Housing relating to the person's knowledge of the Act and Code and the powers and duties of Chief Building Officials; and be registered in the following categories of qualification: House, Small Buildings, Large Buildings, Plumbing All Buildings, Building Services, Building Structural and On-Site Sewage Systems.
- A degree in Civil Engineering and P. Eng. designation or college diploma in Civil Engineering Technology or Architecture would be an asset.
- Minimum three years related work experience in a municipal Building Department, required.
- Minimum three years' experience managing staff in a unionized environment, required.
- Full qualifications under Division C part 3 of the *Ontario Building Code Act*, required.
- CBCO designation, or willingness to obtain, required.
- Membership in good standing with the Ontario Building Officials Association, an asset.
- Extensive working knowledge of the Ontario Building Code, as well as Ontario Plumbing Code, Ontario Fire Code, Official Plan, Zoning by-law, Property Standards and all Municipal, Provincial or Federal applicable legislation.
- Familiar with Canadian Standards Association (CSA) and National Fire Protection Association (NFPA) Standards.
- Thorough knowledge of construction techniques to carry out inspections and determine inadequacies relative to building standards including ability to read and understand plans, blueprints and building construction drawings.
- Ability and knowledge to conduct investigations, gather evidence and process charges under the *Ontario Provincial Offences Act*.
- Excellent note taking skills relevant to building inspections, investigations, and enforcement activity.
- Excellent interpersonal and communication skills required, with the ability to work in a team environment. Experience managing staff within a unionized workplace, an asset.
- Highly developed project management, analytical, and decision-making skills to effectively handle a variety of competing tasks and priorities within a supportive and respectful work environment.

- Demonstrated strong presentation and report-writing skills, with the ability to research, analyse, interpret, compile and evaluate issues, and make appropriate decisions and recommendations for action.
- Political acuity with the ability to exercise tact, diplomacy and good judgment at all times.

The current annual salary range for this position is \$95,740.67 to \$129,912.29 as per the Non-Union By-Law. Compensation also includes a competitive benefit package and membership in OMERS. Please submit your application prior to **4:00pm on December 1, 2023** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1041.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.