



## Building Official

Permanent Full-time (Two Vacancies)

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Posted: Friday, January 19, 2024

Job Number: PC-24-04

Job Type: Permanent Full-time, Union

Position Closing Date: Sunday, February 11, 2024 at 11:59pm

## Choose Barrie

The City of Barrie is a vibrant, progressive, and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands, and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging, and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

## The Opportunity

The Building Services Department is part of the Infrastructure and Growth Management Division. The Building Department is responsible for administering and enforcing the Ontario Building Code to ensure the safety of the City's residents. This includes processing permits for construction of dwelling units, and industrial, commercial, and institutional buildings, as well as conducting site inspections, and responding to complaints/inquiries that relate to building construction and grading.

Under the general guidance and direction of the Supervisor of Policy and Continuous Improvement, the Building Official reviews, accepts and distributes building permit applications (plans, documents, and specifications) in all categories of buildings regulated by the Ontario Buildings Code. This includes reviewing applications for compliance with applicable laws, by-laws and/or development agreements.

This position communicates with contractors, designers and the general public regarding; permits, code and e-permitting questions, and provides assistances to facilitate a successful permit submission, issuance of permits and scheduling of inspections. Additionally, this position reviews, issues and inspects small residential building permits (i.e. decks, garages, sheds) and pool by-law enclosure permits on behalf of the Chief Building Official when an application is deemed to comply with the prescribed requirements of the Ontario Building Code, applicable municipal by-laws and/or development agreements.

## Our Culture and Qualifications of the Job

**Corporate Culture:** Your workplace values align with our corporate values of **Strive, Share and Care** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community.

### Education (degree/diploma/certifications)

- Three (3) year College Diploma in Civil Engineering Technology, Architectural Technology and/or a related discipline
- Registered Building Official with the Ministry of Municipal Affairs and Housing (MMAH)
- Valid Building Code Identification Number (BCIN) from the Ministry of Municipal Affairs and Housing (MMAH)
- Qualifications in the following categories as defined under Part 3, Division C of the Building Code from the Ministry of Municipal Affairs and Housing (MMAH):  
General/Legal Process; House; HVAC – House; Plumbing – House
- Eligibility for and willingness to obtain and maintain the Certified Building Code Official (CBCO) Designation from the Ontario Building Officials Association (OBOA)

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's **Education Equivalency Procedure** to determine if you may qualify for equivalency. Further information is available at [www.barrie.ca/government-news/jobs](http://www.barrie.ca/government-news/jobs)

- Position Equivalency Code: D

### Experience

- Two (2) years of experience performing duties related to the above mentioned major responsibilities

### Knowledge/Skill/Ability

- General knowledge Construction Regulations and the Occupational Health and Safety Act
- Working knowledge of the the Building Code Act and the Ontario Building Code
- General knowledge of the following principles and standards:
  - building design and construction principles
  - lot grading and drainage control principles
  - residential building construction methods to evaluate the construction of structural, mechanical, fire safety provisions and lot grading practices
  - inspection processes and plans examination review processes
  - current traditional and/or contemporary building industry issues, trends and best practices

- municipal government services and programs.
- Demonstrated ability to:
  - read and interpret residential building plans with respect to architectural design, structural systems, plumbing systems, heating systems, fire safety systems and lot grading
  - conduct inspections to assess and evaluate the construction of structural, mechanical, fire safety provisions and lot grading practices
  - exercise discretion and judgment when handling confidential, sensitive, and/or controversial information
  - maintain a high standard of public relations at all times
  - perform in a manner which is consistent with corporate goals, vision, mission, and values
  - interact effectively and courteously with all levels of staff and contacts in a political and community/client service environment
  - develop, promote and maintain relationships with internal and external stakeholders
  - exercise discretion and judgment in order to make sound decisions
  - communicate information and ideas verbally and in writing in a manner that can be understood by others
  - work under pressure to meet deadlines and/or peak period workloads
  - exert effort to lift, push, pull, or carry objects for short periods of time
- Basic skills include: Analytical; Decision Making; Multitasking; Organizational; Prioritization; Problem Solving; Project Management; Research; Time Management
- Intermediate skills include: Customer Service; Interpersonal; Mediation; Public Relations; Recordkeeping; Verbal and Written Communication
- Basic computer literacy using Microsoft Office Suite (Access, Outlook, Word), the Internet, and permit and inspection tracking software (AMANDA and/or Accela)
- Availability to accommodate deadlines or peak period workloads that may extend beyond designated normal workday hours or normal hours per week

#### Conditions of Employment

- Valid Ontario Class "G" Driver's Licence in good standing with a reliable vehicle for use on corporate business
- Satisfactory Criminal Record Check\*

\*Please note that this is a requirement of the position for any new employees to the City of Barrie in accordance with the **Police Record Check Procedure**. Existing employees who have met this criteria will be exempt from this requirement.

## Other Important Information

**Location:** City Hall, 70 Collier Street, Barrie, Ontario\*

\*Please note that the City has a **Hybrid Work Program Policy** in place that may allow for a hybrid work arrangement for employees who meet eligibility requirements.

**Hours:** The normal hours of work are 35 hours per week in accordance with the Collective Agreement.

**Wage:** This position is within the CUPE Local 2380 Bargaining Unit with the following pay level and 2024 pay range:

- Pay Level: Level 6
- Yearly Salary: \$62,735.40 to \$75,184.20
- Hourly Pay Rate: \$34.47 to \$41.31

**Benefits:** This position includes a comprehensive union benefit plan, including but not limited to extended health and dental coverage, life and accident insurance, paid vacation and sick days, short/long term disability plans, OMERS pension plan, discounted rate for City Fitness Memberships and much more.

**How to Apply:** Click the '**Apply Now**' button at the top and/or bottom of the job posting to start the application process. Please note that emailed applications will not be considered.

The City of Barrie is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness and welcomes applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

The job posting has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties and responsibilities required of employees to do this job. For full position details, please request a copy of the job description by emailing **HR.Recruitment@barrie.ca**.

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