

# Woolwich Township Job Posting



<b>Date:</b>	February 5, 2024
<b>Position:</b>	Chief Building Official
<b>Positions Available:</b>	One (1) Full Time
<b>Wage Rate/Grade:</b>	\$103,283 – \$129,104
<b>Hours of Work:</b>	35 hours per week

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Development Services is seeking one (1) Permanent Full Time Chief Building Official.

## **Purpose of the Position and Profile**

To manage the operations of the building division within the Development Services section under the guidance of the Director of Development Services, and to enforce the Building Code Act within the Township of Woolwich on behalf of the Council.

## **Responsibilities:**

- Oversee the enforcement of the Building Code Act within the Township
- Provide effective management to the building division daily operation and staff
- To exercise powers and perform the other duties assigned under the Building Code Act and the Building Code.
- Provide regular and consistent reports to the Director on the status of building department issues and operations
- Co-ordinate the building division functions on a day-to-day basis including, but not limited to, assess annual fees in accordance with the Fees and Charges By-law, create annual operating budget, liaison with other departments on building related matters, ensure appropriate circulation of permit application documents, review permit application documents for compliance with the Building Code
- Issue building permits in accordance with the Building Code Act and coordinate inspections to ensure compliance with the Building Code and Property Standards
- Issue applicable “orders” for Building Code and Building Code Act violations, applicable “notices” and “orders” relative to Property Standards, and “tickets” and file “summons notices” for Provincial Offenses
- Maintain a record keeping system of building department documents
- Inform industry partners (contractors, architects, consultants, planners) of current Building Code and Building Code Act legislation
- Generate and update divisional policies and procedures to maintain efficient operations and improve effectiveness and service of the division
- Attend Council meetings for building related matters, as required
- Other duties as assigned

## **Qualifications, Knowledge, Skills and Work Requirements:**

- Diploma in Construction/Engineering Technology, Building Technology, or Architectural Technology from a recognized community college or university
- Successful completion of the qualifications and the technical examinations proctored by the Ministry of Municipal Affairs and Housing to obtain designation as a Chief Building Official, as prescribed in the Ontario Building Code
- CBCO (Certified Building Code Official) certification through OBOA

- C.E.T. (Certified Engineering Technologist) certification through OACETT
- A minimum of seven years' experience working in a municipal building department, having gained suitable and necessary experience and competence in plans examination and building inspection
- A thorough working knowledge of the Ontario Building Code and Building Code Act
- Detailed knowledge and understanding of construction theory and practices
- Demonstrated excellent organizational and time management skills
- Have strong collaboration skills with the ability to build effective working relationships with all levels of the organization, authorities, builders, and Provincial authorities
- Have exceptional communication and interpersonal skills with an ability to resolve Building Code and applicable by-law violations
- Demonstrated collaborative approach that values open and honest communication, integrity, respect, consistency and fairness
- Travel will be required to field inspection sites, so a valid Class G driver's license, insurance, and reliable vehicle is required
- Experience managing or supervising staff

**Working conditions:**

- 35-hour work week, regular office hours with some evening/weekend requirements, occasional attendance at Council and Committee meetings
- Combination of general office environment and field inspections
- Exposure to outdoor weather conditions in all seasons with potential for exposure to typical construction hazards
- Must be physically capable of performing job duties

Interested applicants are invited to submit their resume via email to [hr@woolwich.ca](mailto:hr@woolwich.ca) prior to **4:00 pm on Monday, February 26, 2024. Please quote job posting 2024-12.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.