



**PERMANENT FULL-TIME POSITION  
MANAGER OF PLANNING & BUILDING SERVICES / CHIEF BUILDING OFFICIAL  
(Posting #2024-02)**

**Salary Range Under Review. Hours: 37.5 per week**

Reporting to the Chief Administrative Officer, the Manager of Planning and Building Services / Chief Building Official is responsible for the administration of the Planning and Building Departments of the Township of Lanark Highlands.

The Manager of Planning and Building Services/CBO will oversee the functions of the Planning Department, process applications for building permits, review all construction drawings and perform on-site inspections of all construction, development and demolition activities including issuing of orders all in compliance with the Building Code, the Official Plan, Zoning By- Laws and all other relevant legislation and regulations.

The Manager of Planning and Building Services/CBO will be responsible for the general operation and budgetary components of the respective departments. Provide professional opinions, advice and guidance to the CAO, Council and Committee of Adjustment regarding planning and development in the Township of Lanark Highlands.

Deliver timely and reliable information and strategies to ensure the effective management and delivery of services to achieve the Township's strategic priorities.

The Township of Lanark Highlands is an organization that strives to embrace the spirit of inclusion, diversity, equity, and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the Township's goods, services, and facilities. If contacted for an employment opportunity, please let us know if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

The Township offers competitive remuneration as well as an excellent benefits package and OMERS pension.

A full job description is available at [www.lanarkhighlands.ca/jobs](http://www.lanarkhighlands.ca/jobs). If you are interested in this challenging career opportunity, please ensure that we receive your detailed resume and cover letter no later than 4:00 p.m., February 16<sup>th</sup>, 2024.

Township of Lanark Highlands  
"Manager of Planning & Building Services/CBO #2024-02"  
75 George Street, P.O. Box 340  
Lanark, ON K0G 1K0  
E-mail: [hr@lanarkhighlands.ca](mailto:hr@lanarkhighlands.ca)  
Fax #: (613) 259-2291

We wish to thank all applicants for their interest. Only those applicants selected for further consideration will be contacted. We are an equal employer. Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk/Acting CAO at the above address.