



Building Code Enforcement Officer

Job Number: PC-24-17

Job Type: Permanent Full-time, Union

Position Closing Date: Thursday, April 4, 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 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/enquiries that relate to building construction and grading.

Reporting to the Supervisor of Building Services - Inspections, the Building Code Enforcement Officer is responsible for the delivery of a range of expert advisory and technical services related to the enforcement of the Building Code Act, the Ontario Building Code and all applicable laws (federal, provincial and municipal), the Building By-law, and the prosecution of charges resulting from violations of the act and the Building Code. This position is responsible for the case management of enforcement actions and prosecutions relating to the City's exercise of its legislative authorities set out in the Ontario Building Code Act. This position works with other authoritative bodies, including but not limited to Fire Services, Ministry of Labour, Barrie Police Services, Simcoe County Health Unit, Electrical Safety Authority, and others to assist in gaining compliance with various legislative requirements.

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 or related discipline
- Completion of Qualifications in the following categories as defined under Part 3 of Division C of the Building Code from the Ministry of Municipal Affairs and Housing (MMAH): General Legal/Process; Small Buildings, Plumbing - House, and Building Structural Upon Hire
- Eligibility for and willingness to obtain a Building Code Identification Number (BCIN) from the Ministry of Municipal Affairs and Housing (MMAH) Upon Hire
- 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/JobOpps. **Position Equivalency Code: D**

Experience

- Five (5) years of experience performing duties related to the Building Code Enforcement Officer major responsibilities
- Demonstrated enforcement experience within a municipal environment

Knowledge/Skill/Ability

- General knowledge of the following legislation, regulations, or requirements: Municipal government services and programs
- Working knowledge of the following legislation, regulations, or requirements: Construction regulations; Occupational Health and Safety Act
- Thorough knowledge of the following legislation, regulations, or requirements: Building Code Act, Ontario Building Code, National Building Codes and Applicable Laws
- Working knowledge of the following principles and standards: Building design and construction principles; building construction methods to evaluate the construction of structural systems and specialized systems and current traditional and/or contemporary building industry issues, trends and best practices
- Demonstrated ability to:
 - 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 to communicate information and ideas in writing in a manner that can be understood by others
 - verbally communicate information and ideas 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
 - read and interpret building plans with respect to Code compliance
 - conduct inspections to assess and evaluate the construction of building systems
- Intermediate skills include: Analytical; Customer Service; Decision Making; Interpersonal; Multitasking; Organizational; Prioritization; Project Management; Record-keeping; Research; Time Management
- Advanced skills include; Mediation; Negotiation; Problem Solving; Public Engagement; Public Relations; Verbal Communication; Written Communication



- Basic computer literacy using the following systems and software: Microsoft Office Suite (Access, Outlook, Word) and the Internet. Bluebeam by Revu.
- Intermediate computer literacy using the following systems and software: Permit and inspection tracking software (Accela or other)
- 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 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 8
- **Yearly Salary:** \$72,636.20 to \$87,068.80
- **Hourly Pay Rate:** \$39.91 to \$47.84

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.

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.

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