

## EMPLOYMENT OPPORTUNITY

The Municipality of Port Hope, **Department of Protective Services**, is currently seeking a Full Time Permanent **Chief Building Official** to join their team.

### About Us

The Municipality of Port Hope is a remarkably picturesque community located on the shore of Lake Ontario and nestled in the Northumberland Hills, approximately 100 Km east of Toronto. With a population of 16,500, the Municipality is an active, vibrant, healthy, and caring community, offering a wonderful blend of rural and urban lifestyles and magnificent historic architecture. Learn more about us at [www.porthope.ca](http://www.porthope.ca)

### Benefits and Perks

- Employer paid Group Health, Dental and Life Insurance (after three months of employment)
- OMERS Pension Plan from the date of hire
- Professional Development and Skill Based Training Opportunities
- Work-life Balance Initiatives
- Wellness, Social and Staff Ambassador Committees
- Employee and Family Assistance Plan
- Perks and Savings Partnerships

### About The Position

The Chief Building Official is responsible for the administration and enforcement of the Ontario Building Code, Property Standards By-laws, and other Statutes and By-laws pertaining to the use and occupancy of buildings and properties within the Municipality of Port Hope.

### Compensation

\$109,178 - \$127,723 per annum

### Key Qualifications

- Certified Provincial Building Code Official: Chief Building Official Designation required or willingness to attain within an agreed upon timeframe.
- University/College Degree in Architecture, Engineering (Structural) or related field; or a satisfactory combination of education, experience, and training.
- Seven (7) to ten (10) years of experience as a Building Inspector or a combination of Building Construction Supervision and Building Inspector experience.
- Knowledge of the Ontario Building Code, building construction, Regulations, and Provincial Offences Act is required; knowledge of the Municipal Act; Municipal By-laws, Policies and Procedures preferred.
- Valid and satisfactory 'G' driver's license.
- Valid and satisfactory Criminal Record and Judicial Matters Check.

# Chief Building Official

## Key Responsibilities

- Provide direction and leadership to the Building Services to ensure the effective deployment of resources to meet service delivery objectives, cost effectiveness, efficiencies, goals/objectives of the division and directives of Director, Protective Services.
- Administer and manage the division to ensure compliance with Policies and Procedures; Municipal, Provincial and Federal Legislation, Regulations, Standards, By-laws and best practices (e.g. Building Code, Property Standards) Develop and implement division policies and procedures and provide staff and others with the technical interpretation/application of the afore-referenced requirements.
- Lead and manage the staff in a harmonious environment, providing supervision of staff, including hiring; performance management; identifying and implementing staff training; professional development; and succession planning. Lead with a fair and consistent application of Human Resources Policies and communicate with the Director, Protective Services (“Director”) and Human Resources regarding performance management and related staff matters.
- Ensure the health and safety of the staff and the work environment through staff training and implementation of safe work procedures e.g. use of personal protective equipment.
- Professionally and courteously respond to inquiries and/or complaints from staff, Government Agencies, Contractors, Developers, Architects, Engineers, Public and the like and provide professional technical advice on Building Code and Property Standards requirements. Ensure follow-up on complaints and unresolved inspection enforcement problems; issue orders of violations, remedy or compliance; document all meetings and phone calls.
- Direct and supervise the inspection of buildings; evaluate and analyze existing construction (as-built) and new construction assemblies to determine Code and Regulation compliance. Provide guidance and enforce Provincial legislation, Statutory Acts, Codes and Regulations; ensure structural adequacy, health and safety and fire regulations have been met, prior to authorizing each stage of the construction.
- Review all building plan drawings to ensure compliance with the Ontario Building Code and applicable By-laws and make decisions on the issuance of permits for new construction, demolition, conditional use, change of use, occupancy, structural and mechanical, including plumbing and heating, ventilation, and air conditioning systems. Execute agreements and collect securities on behalf of the Municipality for conditional permits. Administer procedures regulating conservation and environmental integrity of sites prior to demolition and development.
- Evaluate and determine unsafe situations for purposes of authorizing ‘emergency’ action to be taken and for confirming validity of the action before a Court Judge.
- Analyze and present evidence for Court prosecutions and provide evidence as a witness for Civil actions. Understand and relay information regarding complex systems and construction details for confirmation of actions to a Judge.
- Administer procedures and evaluate reports performed on existing buildings and property condition under the ‘Tenant and Protection Act’ and enforcement of said Act under the Ontario Building Code.

## Chief Building Official

- Research, investigate and analyze technical information and existing assemblies to assess 'alternative measures' not authorized by Regulations. Assess the use of innovative materials, products and systems not authorized by the Building Code.
- Prepare, revise, and submit operating budgets to the Director and oversee all division expenditures to ensure budget compliance and mitigate extraneous expenses within defined levels of service.
- Adhere to high standards of ethical behaviour and demonstrate their understanding that their personal actions impact the public's perception of the Municipality.

### Submit an Application

Please submit your cover letter and resume on or before **June 2, 2024** via: Online at [www.porthope.ca/careers](http://www.porthope.ca/careers)

### Recruitment Process

The Municipality of Port Hope is a progressive employer who believes a diverse and inclusive workplace strengthens the team and fosters an environment where everyone feels as though they belong and their dignity, beliefs and identity are respected.

We are committed to creating and sustaining an environment that provides a supportive workplace and equal opportunity for all employees. Accommodations can be requested throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.

Applications will be reviewed, and interviews may be scheduled prior to the job posting closing date. All applicants will receive an automated email confirming the submission of their application, but only those candidates selected for an interview will be further contacted by Human Resources.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and the Municipal Act, as amended.