



Job Posting: Building Inspector / Deputy Chief Building Official
Location: Aylmer (Malahide) & Stratfordville (Bayham) Office
Job Type: Full Time 35 Hours/week (Shared service between 2 municipalities)
Salary: \$86,410 to \$105,031

The Township of Malahide and the Municipality of Bayham are jointly seeking an experienced, highly motivated, and results-oriented individual to assume the responsibilities of the Deputy Chief Building Official/Building Inspector. Reporting to the Township of Malahide's Chief Building Official and indirectly to the Municipality of Bayham's CAO, this position is housed within the Township of Malahide organizational chart and will be responsible for providing building-related services and administration to both municipalities.

Job Summary:

The Building Inspector / Deputy Chief Building Official oversees and conducts building inspections to ensure compliance with codes and regulations. This role includes assisting in code administration and acting as the Chief Building Official in their absence. The individual must have the ability to work in a fast-paced environment with frequent interruptions and possess organizational and technical skills with an emphasis on customer service and conflict resolution which are the key to the success of this position.

Key Responsibilities

1. **Inspection Duties:** Conduct and document inspections of buildings during construction, ensuring compliance with codes and regulations.
2. **Training and Supervision:** Although not directly supervising, this position will provide mentorship to building administration staff, oversee and manage work schedules to ensure seamless and efficient collaboration within the building department. Complete training as required to maintain certifications as well as learning and development opportunities to enhance skills.
3. **Code Administration:** Assist in developing and enforcing building codes, review permit applications, and investigate code violations.
4. **Administrative Duties:** Support administrative functions, and act as Chief Building Official when necessary.
5. **Communication and Customer Service:** Collaborate with other departments, respond to public inquiries, and maintain relationships with stakeholders. Malahide and Bayham strive for customer service excellence.

Qualifications:

The ideal candidate will possess:

Education:

- Successful completion of a two (2) year program in architectural or engineering technology from an accredited college of applied arts and technology or acceptable equivalent.
- Certified Building Code Official (CBCO) designation or eligibility for certification.
- The ability to register as a CBO with the Ministry for Municipal Affairs and Housing.
- Extensive knowledge of the Ontario Building Code (OBC) Act and the ability to meet the qualifications as outlined in the OBC for houses, small buildings, large buildings, plumbing, HVAC, structural and legal compliance.
- Knowledge of construction techniques, including the ability to read and interpret engineering plans and profiles to carry out inspections and determine inadequacies relative to building standards.



- Working knowledge of the Fire Code to assess the safety of buildings.

Experience:

- Five (5) years related municipal experience as a building inspector.

Skills:

- Strong analytical, communication, leadership, public relations, and conflict resolution skills.
- Experience using CloudPermit, Keystone, and Microsoft Office software is considered an asset.

Working Conditions:

- Office and construction site environments.
- Exposure to weather conditions and potential safety hazards.
- Occasional Overtime.
- Ability to navigate construction sites and use inspection tools.
- Potential interactions with irate stakeholders.

Benefits:

- Health, Dental, Vision, Life Insurance
- OMERS Retirement Plan
- Vacation and Sick Time
- Training and career development opportunities

How to apply:

Candidates are invited to submit a complete resume and cover letter outlining how the applicant satisfies the provisions of the job posting and job description to the undersigned by **June 24, 2024**, to:

Sue Loewen, HR Manager
Township of Malahide, 87 John Street South, Aylmer, Ontario N5H 2C3
Phone: 519-773-5344 Email: hr@malahide.ca

A detailed job description is available upon request.

The Township of Malahide is an equal opportunity employer and will make accommodation available to applicants with disabilities upon request and throughout the entire recruitment process. If you require accommodation during the interview process, please contact the Human Resources Manager.

While we appreciate all applications received, only those selected for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine employment eligibility.

The successful candidate will be required to submit a successful completion of a criminal records check and provide a clear Motor Vehicle Driving Abstract with a Class "G" Ontario Driver's Licence.

Posting Date: May 29, 2024