

City of Stratford

Deputy Chief Building Official

Job Posting#:

Status: Permanent, Full Time

Union/Non-union: Non Union

Date Posted:

Annual Salary: \$90,108- \$105,414

Annual Hours: 1820 / 35 hrs per week

Closing Deadline:

Department/Division: Building and Planning Services / Building

Location: On-Site (Stratford, ON) including remote work arrangements

Duties:

Reporting to the Chief Building Official, the Deputy Chief Building Official role is within the Building Division of the City's Building & Planning Services Department. Working closely with the Chief Building Official, the Deputy Chief Building Official will utilize a team of municipal building officials and enforcement officers to ensure compliance with all Building Code, Applicable Laws and City By-law requirements.

The position also focuses on maintaining city and divisional standards and guidelines for new developments to comply with accessibility, responding to and making recommendations regarding changing legislation, and improving business processes.

Responsibilities include providing guidance and mentorship to municipal building officials and enforcement officers, fulfilling the Chief Building Official's duties in their absence.

Work Performed:

- Liaise with City Officials, Construction/Building Professionals and the public to administer and enforces Ontario Building Code, Act & Regulations and related by-laws providing advice, training, and guidance to staff and stakeholders.
- Ability to review construction plans and conduct site inspections to verify compliance with the Ontario Building Code and applicable regulations.
- In association with the CBO direct staff in the enforcement of Municipal By-laws;
- Perform the statutory duties of the Chief Building Official in ensuring compliance with provisions pursuant to the Building Code Act and the Ontario Building Code in the absence of the Chief Building Official;
- Ability to review and issue Orders when required under the Ontario Building Code Act;
- Assist Chief Building Official in the development of divisional budgets and forecasting;

- Consults and provides input when required with other City Departments and/or agents in the planning and design of corporate capital construction projects for city facilities, as it relates to building permit and applicable law requirements;
- Confers with and provides information to developers, engineers, architects, property owners, contractors and others regarding code requirements and alternatives; resolves complaints and problems;
- Provide technical support to staff regarding Ontario Building Code and Municipal By-Law interpretations;
- Performs other related duties as assigned.

Qualifications:

- Community College Diploma (3 years) in Construction Engineering, Civil Engineering, Architectural, Mechanical Technology or equivalent education;
- Minimum 3-5 years related professional experience.
- Valid Drivers License (Class G).

Specialized Skills, Abilities, Training, License, Memberships, or Certifications

- Ability to complete and maintain all mandatory professional qualifications and designations as set out in the Ontario Building Code for Building Officials through the Ministry of Municipal Affairs & Housing, and have the ability to register as a CBO with the Ministry of Municipal Affairs and Housing;
- Must possess membership in the Ontario Building Officials Association and must be eligible to maintain designation as Certified Building Code Official with the association;
- Extensive knowledge of the Ontario Building Code Act, Municipal Laws and any Applicable Laws;
- Excellent written and verbal communication skills;
- Comprehensive understanding of zoning by-laws, site plans, plans of subdivision/condominium, as well as a general understanding of how other disciplines relate to development applications and/or permit review such as landscape architecture, municipal law, engineering, transportation, etc.;
- Proven track record of successful project management, including managing and providing direction to external consultants, and providing excellent customer service to diverse client groups;
- An ability to implement digital solutions to streamline building permit and other division-related processes: e-business and digital process modernization, including e-permitting systems and e-business transformation initiatives.