



Making life better in King

## **King is Hiring Deputy Chief Building Official**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Chief Building Official, the Deputy Chief Building Official is responsible for the following:

- Assists with and performs the statutory duties of the Chief Building Official.
- Ensures the promotion of public safety through the application of appropriate building standards by implementing and enforcing the Ontario Building Code Act.
- Issues building permits, notices of change, stop work orders, orders to uncover and emergency (unsafe building) orders, in accordance with the Ontario Building Code in the absence of the CBO.
- Conducts Plans review of building permit applications.
- Maintains records of permits issued, inspection reports, deficiency lists, orders issued, and occupancy permits for all properties in the Township computer software system.
- Attends Committee/Council meetings as a staff resource person as required.
- Acts as CBO when CBO is absent.
- Responds to inquiries from the public and contractors and provide guidance as needed.
- Initiate and execute proceedings to ensure compliance with codes, agreements, and by-laws within adopted policies of the municipality, Provincial Offences Act or other applicable legislation.
- Liaise with designers, architects, engineers, applicants and other affected individuals regarding Code, municipal and other applicable law requirements for construction projects. Anticipate potential problems and determine an acceptable course of action to minimize any negative effects.
- Provide technical support and background information for by-law enforcement, building code interpretation, permits, outside agency requirements, and other matters and applications processed by the Division.
- Perform statutory duties and functions of an inspector pursuant to the Building Code Act, the Ontario Building Code and relevant by-laws.
- Conduct or ensure that site inspections are made to enforce various by-laws, codes and agreements of commercial, institutional, and residential buildings.
- Conduct inspections due to complaints from residents or other individuals.
- Retain appropriate records, files or field notes respecting investigations and inspections.
- Attend court as a witness regarding Orders issued by Building Services or as a witness for lawsuits between owners, contractors or trades.
- Assists with the supervision of division employees, including performance evaluation, training and development formulation and authorization, coaching and counselling, health and safety; review and recommend division staffing requirements and participate in the recruitment process, as required.
- Reviews and provides comments, coordinates Division comments on site plan, draft plan of subdivision, zoning by-law amendment and Committee of Adjustment applications.
- Stays current with legislation, government regulations and industry best practices.
- Work collaboratively on departmental and cross-departmental projects to build relationships and strengthen communication.
- Performs other related duties as required.

The successful applicant will possess:

- University Degree or College Technology Diploma in Civil, Architectural or Construction Engineering.
- Minimum five (5) years of demonstrated construction and building experience; previous supervisory experience in a municipal environment.
- CBCO certification from the Ontario Building Officials Association (OBOA) is required. Qualified and registered (BCIN) in the following categories as defined under Division C, Part 3 of the OBC: Legal CBO, Plumbing All Buildings, On Site.
- Sewage Systems, Large Buildings, Complex Buildings, Building Services and Building Structural.
- Strong computer skills, including knowledge of Microsoft Office software, Citview and other related software packages with a strong sense of uses/opportunities for technology.
- Working knowledge of architectural/structural designs, construction drawings, specifications, and applications.
- Ability to deal with council members, staff, external agencies and the general public in a professional, courteous manner.
- Possesses good communication skills, diplomacy, negotiating skills and is detail oriented.
- Valid "G" class driver's licence in good standing.

Salary Range: \$111,711 - \$135,917 (2024 Rate)

Qualified candidates are requested to forward their resume to [hr@king.ca](mailto:hr@king.ca) by **4:30 pm on July 26, 2024**

Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit [www.king.ca](http://www.king.ca) for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.