



The Corporation of the Township of Alnwick/Haldimand

Employment Opportunity

Located within the rolling hills of Northumberland County and bordered by Lake Ontario in the South and Rice Lake in the North, the Township of Alnwick/Haldimand is currently looking to fill the following vacancy:

Chief Building Official/By-Law Enforcement Officer

Full-Time

\$94,837 - \$110,947 (2024 Salary Grid range)

Reporting to the CAO/Fire Chief, the Chief Building Official/By-law Enforcement Officer will be responsible for building department activities including efficient delivery of building inspections from initial inquiry, examination of drawings and issuance of building permits, through to compliance inspections and record keeping all in compliance of provisions under the Ontario Building Code, Building Code Act, and related legislation.

Duties & Responsibilities:

- Respond to inquiries and/or complaints from staff, government agencies, contractors, developers, architects, engineers, public and the like. Provide professional technical advice on the Building Code and Property Standards requirements. Shall ensure follow-up on complaints, and unresolved inspection enforcement problems and issue orders of violations, remedy, or compliance. Document all meetings and phone calls;
- Evaluate and analyze existing construction (as-built) and new construction assemblies to determine Code and regulation compliance. Shall provide guidance and enforce provincial legislation, statutory Acts, Codes and regulations;
- Shall 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;
- Conduct all relevant inspections, order or notices relating to terms of permits issued and/or regulations violated, in accordance with established procedures;
- Inspect work in progress to completion to ensure that work complies with permit conditions and statutory requirements;

Qualifications & Skills:

- Possesses a post-secondary education, Bachelor Degree (preferred) or College Diploma, in Architecture, Engineering, or similar related field of study.
- Ontario Building Officials Association (OBOA) Certified Building Code Official (CBCO) designation is required.
- Ontario Association of Property Standards Officers (OAPSO) Certified Property Standards Officer (CPSO) designation is required.
- Ontario Association of Certified Engineering Technicians and Technologists (OACETT) Certified Engineering Technologist (C.E.T.) designation is an asset
- A minimum of ten (10) years experience in the Building/By-Law field with at least five (5) as a municipal manager.

Hours Of Work:

The normal workweek consists of 35 hours; Monday to Friday; 9:00 a.m. – 4:30 p.m. with a ½ hour unpaid lunch. Being on-call and/or working outside of the normal workweek may be required to support the building department i.e. evenings and weekends to deal with urgent and/or emergency situations.

For complete details, please see full job description.

Interested applicants are invited to submit their cover letter & resume in one (1) pdf document in confidence no later than **12:00pm on August 12, 2024**, to:

Erin Andrus, Payroll & HR Coordinator
Township of Alnwick Haldimand
10836 County Road #2
Grafton, ON, K0K 2G0
Email: hr@ahtwp.ca
Subject Line: Chief Building Official

Note: this is an urgent requirement, qualified candidates will be considered in advanced of the closing date.

We thank all applicants for their interest, however, only those selected for an interview will be notified. If you wish to apply for more than one job, please apply to each position individually.

The Township of Alnwick/Haldimand is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please note that accommodation are available, upon request, to support prospective applicants with disabilities when applying for jobs and during the interview and assessment process. If you require and accommodation, we will work with you to meet your needs. Please email your request to eandrus@ahtwp.ca or call 905-349-2822, Ext:28. Alternative formats of this job posting are available upon request.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended.