

The Municipality of Grey Highlands invites applications for:

Chief Building Official
Permanent, Full-Time (37.5 hours/week)
\$35.35 - \$39.06/hour

Department: Community Development

The Municipality of Grey Highlands is presently receiving applications to fill one (1) vacancy for the position of a Chief Building Official. Reporting to the Director of Community Development, the successful candidate will perform duties in accordance to the Building Code Act as well as departmental and corporate work plans and priorities.

Tasks will include but are not limited to the following:

- Provide a high standard of customer service while performing a variety of inspection, advisory and enforcement services pertaining to the legislative role as per the Building Code Act and operate within the provisions of the established code of conduct
- Review and evaluate building plans and proposals with respect the building code
- Identify potential conflicts and participate in solutions
- Perform all statutory and operational requirements of a Chief Building Official.
- Control and issue orders including Stop Work Orders, Orders to Uncover, orders respecting the use and occupancy of a building and emergency orders
- Issue Provincial Offences when required
- Provide advice and technical expertise for the preparation of by-laws and policies
- Responsible for training all direct reporting staff in building code administration and enforcement
- Stay current with changes to legislation for building related matters
- Perform additional duties and undertake special projects as assigned

Be responsible to work and ensure that all direct reporting staff work in compliance with the Occupational Health and Safety Act and Regulations, municipal health and safety and workplace violence policy and procedures as well as industry guidelines.

The ideal candidate will possess the following education, skills & abilities:

- Must have successfully completed a relevant diploma from a recognized post-secondary institution or equivalent in construction related studies and experience with formal training in administering the Ontario Building Code
- Successful completion of and registered qualifications in all categories under the Ministry of Municipal Affairs and Housing
- A CBCO accreditation is considered an asset
- Possess good clerical experience and computer skills along with excellent organizational, interpersonal and public relations skills
- Minimum 4 years related experience or field investigative experience.

Candidates for the above position are invited to submit resumes, preferably by e-mail, referencing "Chief Building Official" prior to 3:30 PM on Friday, March 7th, 2018 to Debbie Yip, Human Resources Coordinator & Assistant to the CAO, 206 Toronto St. South, PO Box 409, Markdale, ON N0C 1H0 hr@greyhighlands.ca

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

The Municipality of Grey Highlands is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request. Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment. Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.