

Municipal Building Official II

Competition Number	2023-323	Job Code	0662
Posting Date	September 20, 2023	Closing Date	October 9, 2023 (at 6:00pm)
Job Status	Permanent Full-Time		

The **City of Kitchener** is a vibrant and dynamic city of approximately 270,000, in the heart of southwestern Ontario. As the largest municipality in Waterloo Region, Kitchener continues to be poised for development and growth, enhancing its reputation as a leader in city-building and innovation, with nationally recognized strategies to build its neighbourhoods, its digital infrastructure and its diverse economy.

The **City of Kitchener** is WHERE you want to work! Learn more about the top reasons to join us: [Why work at the City of Kitchener](#)

Position Overview:

Performs plans examinations and site inspections to ensure compliance with the Building Code Act, the Building Code and all other applicable laws, resolutions and policies for Part 9 buildings (houses and other buildings up to 3 storeys high and 600 m²). Administers standards for architectural, structural, plumbing, electrical, mechanical, on-site sewage, and grading disciplines as described in the Building Code. Recommends remedies to fix unsafe and unhealthy conditions in new and existing buildings.

Responsibilities:

- Ability to perform plans examination or building inspections for Part 9 types of buildings to confirm compliance with the requirements of the Building Code Act, the Building Code, and all other applicable laws, resolutions and policies.
- Conduct mandatory and non-mandatory building and plumbing inspections.
- Reviews plans exam and inspection results with builders, professional consultants and property owners in the office or on site; advises on problems encountered and provides technical guidance. Interprets code/by-law as required.
- Prepare and serve orders, as required, per the Building Code Act.
- Respond to, investigate and resolve building and grading complaints.
- Provides leadership and technical expertise for pre-application meetings with the application process and timely review of permit application drawings and pre-empts problems by determining needs and code compliance early in the design process.
- Reviews alternative solutions; proposes and recommends them for approval to management and Chief Building Official (CBO).
- Establish and maintain approved building permit documents for Corporation.
- Assist in the enforcement of zoning by-laws and planning approvals both during plans review and on site.
- Responsible for accurate data entry and file maintenance for building permits.
- Verification of structural drawings for small buildings
- Performs other related duties as assigned.

Requirements:

- Must have a minimum 3 year degree or diploma in Architectural - Construction Engineering Technology or related field.
- Must have a minimum of 2 years related experience in the construction industry.
- Must have the ability to support and project values compatible with the organization.
- Must possess all POQ's (Proof of Qualifications) for the Municipal Building Official II position and be able to provide documentation from the Ministry of Municipal Affairs: General Legal Processes and Responsibilities, House, Small Buildings, HVAC - House, Building Services, Plumbing - House, Plumbing - All Buildings, On-site Sewage Systems, and Building Structural
- Must have a valid MTO class 'G' driver's license in good standing and the use of a personal vehicle.
- Must have the ability to participate as an effective team member.
- Must have the ability to work independently and efficiently with exceptional organizational skills.
- Must have a thorough understanding of the technology and methodology of the construction industry and knowledge of building-related legislation, regulations and by-laws.
- Must have good communications skills with a customer service focus to deal effectively with both technical and non-technical customers.
- Must have a high degree of analytical, creative and judgment abilities to accurately evaluate construction projects and building plans for compliance with the Ontario Building Code.
- Must be reliable with a good attitude and employment record.

The City of Kitchener is committed to an equity-driven, inclusive, accessible, and barrier-free recruitment and selection process, and to ensuring our workforce reflects the full diversity of the community we serve. We welcome applications from Indigenous, Black, racialized and 2SLGBTQ+ persons, as well as other equity deserving groups.

We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please contact Human Resources at recruitment@kitchener.ca, or 519-741-2200 ext. 7261 to make your needs known, so that we can support your full and equal participation throughout the hiring process.

We appreciate the interest of all applicants. Only candidates whose skills, experience and qualifications meet the requirements of the position will be contacted.

Please note that as per Human Resources Policy HUM-HIR-110, "Employment of Relatives of Staff Members and Elected Officials":

"The immediate relatives of staff of the Human Resources Division, all Directors, General Managers, or the Chief Administrative Officer and Elected Officials shall not be employed by the City in any capacity. The immediate relatives of all other Management personnel shall not be employed where such employment would be:

- 1. within the same Department in the case of permanent full-time, temporary full-time and part-time classifications.*
- 2. within the same Division in the case of students."*

Department	Development Services	Division	Building
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Union Affiliation	CUPE 791	Number of Positions	1
Hours of Work	35 hours per week		
Location			
Initial Location	City Hall	City	Kitchener
Compensation			
Salary Range	\$74,235 - \$92,795	Grade/Band	9