



Chief Building Official

Permanent, Full-Time

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Position Summary:

Appointed by Council and reporting to the CAO, the Chief Building Official ("CBO") shall carry out the Township's mandate under the Building Code Act and Ontario Building Code and all other applicable Township By-laws. This position directs Building Departmental activities comprising of plans examinations, building, plumbing and septic system inspections, permit issuance, zoning interpretations, and ensuring building activities within the Township are constructed in compliance with the Ontario Building Code and related legislative and regulatory standards. This position is also responsible for administration, government and public liaison, report compilation, budget administration and the management of Departmental staff.

Qualifications, Skills, & Abilities:

- Completion of secondary school in Civil Engineering Technology, Construction or Architectural Technology or equivalent
- Qualified under the Ministry of Municipal Affairs and Housing in the following categories: Powers & Duties of CBO - 2012, House, Small Buildings, Complex Buildings, Plumbing House, Plumbing All Buildings, HVAC House, Building Services, Building Structural, Large Buildings and On-Site Sewage Systems
- Membership in the Ontario Building Officials Association and CBCO designation obtained as well as Municipal Law Enforcement Officers Association
- Minimum of 5 years experience in municipal setting as Chief or Deputy Chief Building Official or equivalent experience involving the Ontario Building Code and Building Code Act
- Minimum 2 years supervisory experience
- Extensive knowledge and understanding of the Ontario Building Code, the Building Code Act, Ontario Plumbing Code, and applicable municipal, provincial and federal laws
- Familiar with Freedom of Information and Protection of Privacy legislation, Fire Code, Municipal Act, Planning Act, Development Charges Act, Provincial Offences Act, and Occupational Health & Safety Act
- Ability to review and comment on planning and development related applications, read and interpret construction drawings
- Exceptional project management, organization, problem solving, analytical and decision-making skills
- Proven mentoring, supervisory, leadership, and management abilities
- Strong computer skills, including knowledge of MS Office and experienced working with building permit software
- Excellent communication, interpersonal, influencing, conflict management, collaboration, and negotiating skills
- Commitment to a team approach and strong focus on customer relations and customer satisfaction
- Ability to exercise good judgement in decision making

- Excellent record management skills
- Possess and maintain valid “G” driver’s licence with access to reliable personal vehicle
- Provide satisfactory Criminal Records Check

Annual Salary Range: \$86,000 - \$107,490 (2023 rate) – under review; 35-hour workweek

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid personal and sick days.

Qualified candidates are requested to forward their resume and cover letter to HR@adjtos.ca with “CBO” in the subject line. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.