

Details			
Competition Number	#71-791	Job Code	0661
Position Title	Municipal Building Official I or II - (1 Permanent Full time & 1 Temporary)		
Position Overview	These positions can be filled by either an MBO I or II depending on the Proof of Qualifications for the Municipal Building Official.		
Responsibilities	<p>The temporary position is a contract position until September 1, 2018.</p> <p>General Responsibilities - MBO I</p> <ul style="list-style-type: none"> • Ability to perform plan examination, for all types of permit applications relating to all detached houses, semi-detached houses or row houses and any ancillary buildings that may serve houses. • Receive complete permit applications, issue building permits and answer general inquiries. • Receive, research and respond to inquiries re: Ontario Building Code requirements, interpretation and application. • Provide technical assistance to Building Division staff. • Establish and maintain required plan files. • Establish and maintain approved building permit documents for Corporation. • Respond to inquiries re: Ontario Building Code and referenced documents, zoning, fence, grading, by-laws, permits, etc. as requested by Members of Council, other city departments and members of the public. • Assist in the enforcement of zoning by-laws and planning approvals. • Responsible for accurate data entry and file maintenance for building permits. • Perform other related duties as assigned. <p>Additional Responsibilities - MBO II</p> <ul style="list-style-type: none"> • Conducts mandated plans examination or inspections for all Part 9 buildings to confirm compliance with the requirements of the Building Code, and all other applicable laws, resolutions and policies. • Verification of structural drawings for small buildings. 		
Requirements	<p>General Requirements - MBO I</p> <ul style="list-style-type: none"> • Must be reliable with good attitude and employment record. • Must successfully complete a medical examination if required. • Must have the ability to support and project values compatible with the organization. • Must have a 3 year Degree or Diploma in Architectural-Construction Engineering Technology or other related field. • Must have a minimum of 1 year related experience in the construction industry. • 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 judgement abilities to accurately evaluate construction projects and building plans for compliance with the Ontario Building Code. 		

- Must possess all POQ's (Proof of Qualifications) for the Municipal Building Official I position and be able to provide documentation from the Ministry of Municipal Affairs and Housing: General Legal/ Process, House, HVAC - House

Additional Requirements - MBO II

- Must possess a minimum of 2 years related experience in the construction industry.
- 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 and Housing (General Legal Processes and Responsibilities, House, Small Buildings, HVAC - House, Building Services, Plumbing - House, Plumbing - All Buildings, On-site Sewage Systems, and Building Structural).

Hours of Work: Monday - Friday; 8:30am - 4:30pm, or 9:00am - 5:00pm, or 8:30am - 5:00pm (modified)

(1 Permanent Full time & 1 Temporary)

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

"The immediate relatives of staff of the Human Resources Division, all Directors, Deputy Chief Administrative Officer, 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."

Salary- MBO I Grade 7 \$52,926 - \$66, 155 per annum (2016 rate)
MBO II Grade 9 \$65,876 - \$82, 344 per annum (2016 rate)

Department	Community Services	Division	Building
Union Affiliation	C.U.P.E. 791	Posting Added Date	10/18/2017
Posting Closing Date	10/31/2017	Posting Closing Time	11:59pm
Internal Posting Closing Date	10/31/2017	Progress Status	Receiving Applications
Location			
Branch/Location Office	Kitchener City Hall	City	Kitchener
Country	Canada [CA]		
Compensation			
Compensation Range	Salary dependent on qualifications	Grade/Band	7 or 9