



Contract Building Official

The Corporation of the Township of Tiny

The Township of Tiny is seeking a qualified applicant for the position of a full-time contract Building Official for the remainder of 2021 with the possibility of extension pending work volumes and 2022 budget approval. Although a full-time employee is preferred, consideration will be given to applicants interested in a part time position should we be unable to find a qualified full-time applicant.

Qualifications:

- › A minimum three-year college diploma in a related field such as Architectural Technology, Construction Engineering Technology or Civil Engineering Technology.
- › A minimum of three years of municipal building department experience.
- › Possess a valid “G” driver’s license with a clean driver’s abstract.
- › Registered and Qualified with the Ministry of Municipal Affairs and housing with a minimum in the following areas of specialization: Powers and Duties of Chief Building Officials, Small Buildings, House, Plumbing House and HVAC House. Other areas may be required by the Chief Building Official depending on the needs of the Township.
- › Certified Building Code Official (C.B.C.O.) or Building Code Qualified (B.C.Q.) designation as assigned by the Ontario Building Officials Association (OBOA)
- › Must maintain certification with the Ministry of Municipal Affairs and Housing through specialized on-going courses and yearly registration renewals.
- › Must stay current with innovative construction methods, materials and building systems through seminars and workshops.
- › Detailed knowledge of health and safety regulations, requirements and best practices to ensure a safe working environment.
- › Certification in WHMIS.
- › Certification in Working at Heights and Trench Safety through Construction Workplace Safety Training.
- › Ability to operate a personal computer and be competent with all Microsoft Office programs and ability to learn all applicable municipal programs and systems.
- › Effective oral and written communication skills.
- › Register yearly with the Ministry of Municipal Affairs and Housing.
- › Willingness to attend courses and seminars to maintain competency and gain maintenance points through the Ontario Building Officials Association (OBOA).
- › Bilingualism in English and French an asset.

Responsibilities:

Due to the Covid-19 Pandemic and its restrictions, the majority of the duties for this contract position will be the review of building permits and building plans review from home in order to minimize the amount of staff attending the office.

- › Ensure applications received are complete and meet all applicable law as outlined in the Building Code Act.
- › Review of construction plans to ensure conformity to the OBC, within legislated time lines for part 9 buildings only.
- › Read, interpret and analyze technical reports from Engineer's, designer's, and technicians for engineered building systems and components to ensure conformity to relevant legislation.
- › Review lot grading plans to ensure compliance with the OBC and Township Lot Grading Procedure.
- › Review revisions to issued building permits.
- › Discuss deficiencies with designers and applicants on submitted plans, through email, phone calls and letters.
- › Research new and innovative materials proposed and seek approval for such system from the Chief Building Official.
- › Check Designer's qualifications with the Ministry of Housing and Municipal Affairs.
- › Handle inquiries received from the public with regard to building matters
- › Provide explanations for decisions when required to ensure affected parties understand the intent and gain compliance.
- › Assist in the update and creation of new Township By-laws, Polices and Procedures.
- › Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.
- › Comply with provisions of the Occupational Health and Safety Act and Township health and safety policies and procedures.

Full time hours would consist of 35 hour week with a pay range between \$29.11 - \$36.97/hour depending on experience and qualifications. Individuals having these qualifications are encouraged to submit a resume and letter of application by 12 noon, April 30, 2021 to:

Human Resources
Township of Tiny
130 Balm Beach Road West
Tiny, ON L0L 2J0
Fax: (705) 526-2372
Email: humanresources@tiny.ca

We thank all applicants who apply for this position but only those selected for an interview will be contacted.

The Corporation of the Township of Tiny is committed to a barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.

Personal information collected shall only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.