



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### DEPUTY CHIEF BUILDING OFFICIAL PERMANENT, FULL TIME (35 HOURS PER WEEK)

Reporting to the Chief Building Official (CBO), the Deputy CBO is responsible for ensuring compliance with provisions of the Ontario Building Code and all other relevant legislation and regulations while performing all aspects of the Building Department.

The Deputy Chief Building Official assists the CBO for the management, direction and operation of the Building Division of the Planning and Development Department which includes Building inspections, plans examination, and by-law enforcement to ensure that matters are in accordance with the terms and conditions of applicable laws and provincial legislation. This position will be required to ensure the safety of the public by enforcing the provisions of municipal by-laws, the Ontario Building Code Act, and the Ontario Building Code.

#### **Key Major Responsibilities**

**Duties include but not limited to:**

#### **Program/Service**

- In the absence of the Chief Building Official, the Deputy Chief Building Official will perform the statutory duties of the Chief Building Official in ensuring compliance with provisions pursuant to the Building Code Act and the Ontario Building Code
- The Deputy Chief Building Official will also perform the core functions of the Building Department including plan examination, issuance of permits and inspections in the field.
- Ensure inspections are completed by the prescribed timeframe as mandated by the Building Code Act
- Ensure all building permit fees are correct and collected.
- Ensure all development charges are calculated correctly and collected for both Municipal, County and School Boards
- Ensure all building applications are complete.
- Administer and enforce, or recommend on the enforcement to the appropriate authorities of the Ontario Building Code, Plumbing Code, Property Standards By-Law, and all other relevant By-Laws and take required legal action necessary to ensure compliance.
- Assist the Chief Building Official to manage and undertake all building and By-Law enforcement division policies, procedures and programs as well as advising Township and other authorities on their proper interpretation and execution to ensure uniform application throughout the Township.
- Assists CBO to provide advice, recommendations, and strategic direction of the building division to the senior management team and Council on matters pertaining to the operations and technical issues related to administration and enforcement of the building and bylaw regulatory regime.

#### **People Leadership**

- Assist the Chief Building Official with supervision, training, mentoring, performance management and guidance of Building Department staff.
- Make recommendations to hire, promote and terminate staff in compliance with the policies of the Township.
- Develops and implements relevant policies affecting the building division and employees and ensures that building employees are trained on the implemented policies as well as changing legislation and regulations.
- Recommends and approves team building, conflict resolution skills and other related training to the CBO .

#### **Financial Management**

- Assist the CBO in preparing departmental operating and capital budgets, monitor progress of actual results to budget, i.e., Variance analysis monthly.
- Assists the CBO and Managing Director by assessing, planning, and forecasting revenues and expenditures to develop annual and long-term budgets and business plans.
- Accountable for all expenses incurred and for ensuring compliance with township policies.
- Responsible for equipment, material and vehicles utilized by the department.

## Other

- Assumes the role and responsibilities of the CBO in their absence.
- Provide regular and consistent reports to the CBO and Managing Director on status of building department issues and operations.
- Inform industry persons (contractors, architects, consultants, planners) of current Building Code and Building Code Act legislation.
- Assists in the preparation and execution of works required for Municipal Buildings including preventative maintenance programs.
- Assists with the asset management planning for municipal facilities.
- Assists Fire Chief and Deputy Fire Chiefs with respect to Fire Code inspections and enforcement.
- Other duties as assigned and/or required.

## Minimum Qualifications and Requirements:

- Post-Secondary education with an emphasis in construction, engineering, or architecture.
- Minimum five (5) to seven (7) years' municipal experience in building inspections and plans examination or a related field in the interpretation and application of the Building Code Act and the applicable regulations provided in the Ontario Building Code.
- Certified in all levels of Ministry of Housing Bill 124 requirements.
- Certified Building Code Official (CBCO) designation
- Possess the qualifications necessary to obtain the designation as Chief Building Official as prescribed by the Ontario Building Code to carry out the duties of the Chief Building Official.
- Thorough knowledge of regulations and legislation related to the building construction and development industry.
- Valid Class 'G' Driver's License and maintain a clean driver's abstract.
- Superior knowledge of the Ontario Building Code and other provincial/municipal laws, regulations, and by-laws.
- Computer Skills: Bluebeam, City View, MS Software, etc.
- Extensive knowledge of the development review processes (i.e., Site Plan Control Approval, Subdivision, Committee Adjustment, Demolition Control) and their integration with Building Permit processes and heritage designations.

**Annual Salary:** \$92,759 - \$108,515 (2023 salary range)

**How to Apply:** Interested applicants are invited to submit their cover letter and resume in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **March 28, 2023** at 11:59 p.m. Please quote job posting '2023-012' in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at [www.centrewellington.ca](http://www.centrewellington.ca) and search the Job Opportunities link. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.*