



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

BUILDING OFFICIAL III PERMANENT, FULL TIME (35 HOURS PER WEEK)

Performs all aspects of the Township's Building Division services. Involves the application of legislation, codes, administrative protocols, design review, investigation, inspection, and enforcement to residential buildings within the Municipality of Centre Wellington. To affirm Centre Wellington's municipal obligations of protecting the public from undue health, hygiene and safety risks that are caused by improperly designed and constructed buildings. The role entails inspecting buildings and reviewing plans for all buildings including large/complex buildings and systems for compliance with the Building Code Act, the Building Code and other applicable law as defined in the Code.

Key Major Responsibilities

Duties include but not limited to:

Enforcement:

Plans Review

- Conducts the process for reviewing building permit applications and preparing for issuance and for setting out schedules for mandatory and requested inspections. Will oversee this process during absences of Chief Building Official.
- Engages in research, plan and design specification reviews, site inspections, documentation, and reporting for all categories of buildings and their uses. Administers fire codes (with the Fire and Rescue Department), property standards and standards for heating, ventilation, air conditioning, plumbing, septic tanks, and disposal fields.
- Responsible for connecting building code requirements to zoning, site plans, building design, construction, renovations, repairs, alterations, additions, improvements, and demolitions.

Site Inspections

- Researches methods for improving public health and safety in building within the framework of legislation, codes, and by-laws. Recommends changes and improvements that benefit building and development services. Contributes to the design, organization and of the department's Quality Management Plan.
- Communicates complex technical information about all categories of buildings and their uses in ways that can be clearly understood by people from all walks of life.
- Represents the corporation in its relationship with the general public, builders, developers, their representatives, home handypersons, consultants, and others with routine interest in municipal building, development, and planning activities.
- Researches and recommends and/or issues occupancy permits as well as orders to comply, stop work and to secure unsafe and unhealthy buildings.
- Places special emphasis on compliance problems. Provides remedies to fix unsafe and unhealthy buildings.
- Assists with preparation of information for prosecution of violations and gives expert evidence in court proceedings. Conduct field inspections from time to time as required.

By-Law

- Enforces/Administers Township by-laws including, but not limited to, property standards, zoning, signage, etc.

Customer Service

- Explaining Township by-laws including, but not limited to, Property Standards, Zoning, Signage, etc.
- Provides exceptional quality customer service at the front counter, telephone, through electronic communication, etc.
- External contacts include the general public, builders and developers, contractors, and /or their representatives and others with a direct interest in building, development, and planning functions.

Education Training Currency

- Keeps pace with trends and issues in the building industry and its relationship with municipal government, i.e., materials, methods, technology.
- Maintains skills and knowledge at a high level by taking training and development through courses, seminars, workshops, and selected reading.
- Responsible, as an employee, for proper occupational health and safety practices.
- Contributes to the development of policies and practices that are needed for Centre Wellington's consistent, reasonable, balanced approach to economic development, public safety, planning, public works, and other community services.
- Mentors technical and administrative staff in methods, procedures, and techniques, and in the administration of legislation, codes, and by-laws.
- Participates, as required, in special events and ceremonies that celebrate Centre Wellington.

Minimum Qualifications and Requirements:

- Three (3) year diploma program in architectural, engineering technology or acceptable equivalent.
- Provincial building qualifications: (7 Minimum)
 - General Legal
 - Building Services
 - Building Structural
 - Complex Buildings
 - Detection, Lighting and Power
 - HVAC-House
 - House
 - Large Buildings
 - On-site Sewage Systems
 - Plumbing-All Buildings
 - Plumbing-House
 - Small Buildings
- Certification of Qualification in Code Proficiency
- Possession of the Ontario Building Officials Association CBCO designation
- Minimum of five (5) years of progressively responsible experience in building code enforcement including large and complex buildings.
- Valid Class 'G' Driver's License and maintain a clean driver's abstract.
- Computer Skills: Permit Tracking Software
- Superior knowledge of the Ontario Building Code and other provincial / municipal laws, regulations, and by-laws.

Annual Salary: \$81,721 - \$95,602 (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 by **August 13, 2023, at 11:59 p.m.**
Please quote job posting '2023-034' 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 and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. 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.