

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Manager, Building – Chief Building Official **Infrastructure Services Department** (Full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to nearly 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a value based, thriving and collaborative work environment that supports our employee's success. The Town is looking for leadership who can inspire and guide their teams, fostering a positive and inclusive work environment while driving success and innovation. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

Due to an upcoming retirement, the Town of Orangeville has an opportunity for the position of Manager, Building – Chief Building Official. The Manager of Building, Chief Building Official is responsible for all activities in the Building Department including administration, interpretation and enforcement of the Ontario Building Code Act, municipal regulations and by-laws. Duties will include:

- Determining final decisions regarding Code interpretation and acts as a witness in Court in defence of decisions; Managing project building files, including referrals to other departments and/or regulatory agencies when specialized approvals are required, and ensuring that designers and and/or developers are notified of deficiencies; coordinate referral returns; Conferring with architects, engineers, developers, and other agencies regarding pending projects.
- Establishing Standard Operating Procedures and by-laws to ensure consistency and accuracy within departmental operations; Collaborating with Town Divisions as required for existing or proposed projects within the municipality.
- Examining all applications and plans as to compliance with Municipal By-laws, the Ontario Building Code Act, and the Ontario Plumbing Code (Part 7 of the OBC) including Pool Enclosure Bylaw and other applicable By-laws and Provincial Statutes; Evaluating all permit applications to confirm BCIN qualification; Monitoring plans review, and inspections performed by all inspectors to ensure consistency and accuracy.
- Assessing construction for conformity to the approved plans and specifications; Verify compliance with Municipal By-Laws pertaining to connections to Municipal Infrastructure;

Suspending on-site work when necessary to ensure compliance with the Ontario Building Code and all other applicable regulations and Municipal By-laws

- Preparing building statistics and reports for Municipal Council and Staff and respond to information requests from various agencies such as the Ministry of Municipal Affairs and Housing and Municipal Property Assessment Corporation.
- Responding to general inquiries from the public regarding building processes and specific inquiries regarding building permit applications.
- Collaborating with Municipal By-Law Enforcement Officer(s) to investigate concerns or complaints related to Building Department regulations that fall under the Ontario Building Code Act, the Ontario Plumbing Code Act, the Water Resources Act, On-site Sewage Systems, and the Municipal Noise By-Law.
- Other such duties as assigned.

Qualifications:

- Post-secondary diploma in architectural or Engineering Technology, or related discipline.
- Designation as a Certified Building Code Official (CBCO) from the Ontario Building Officials Association (OBOA).
- Registered Building Official with Ontario Ministry of Municipal Affairs and Housing (MMAH)
- Qualifications and courses as defined under Part 3, Division C of the Building Code from the Ministry of Municipal Affairs and Housing (MMAH).
- Minimum of five (5) years of experience as a Chief Building Official.
- Demonstrated thorough knowledge of current Ontario Building Code, Plumbing and Fire Codes, N.F.P.A. Standards, relevant Federal, Provincial and municipal statutes, regulations and by-laws.
- Valid class "G" Ontario Driver's License in good standing.
- Demonstrated thorough knowledge of the principles, methods and practices of building construction, plumbing, appropriate heating and electrical installations and a solid working knowledge of applicable Codes, bylaws and procedures.
- Proficient with computers and Microsoft Office Suite (Outlook, Word, Excel); previous experience with building software and database programs (Land Manager, CityView).

The successful candidate will be required to complete a background check, including but not limited to a Criminal Record and Judicial Matters Check, in accordance with the duties of this position.

Salary Range: \$130,266.32 to \$152,393.17, Band 14 on the Town's 2024 pay grid, plus a comprehensive benefits package

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Mayer, Co-ordinator, Human Resources, no later than 4 p.m. on **Tuesday, July 2, 2024**. Applications may be submitted online or submitted in person to the Town Hall located at 87 Broadway. Please do not email your application.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be

dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.