



## Manager of Building Services / Chief Building Official

As the largest municipality in Middlesex County, Strathroy-Caradoc offers a pleasant mix of charming urban centres and beautiful rural landscapes that has earned it top marks in provincial Communities in Bloom competitions. Strathroy-Caradoc offers many amenities and opportunities for residents that make the community a safe, healthy, and comfortable place in which to live and raise a family.

Strathroy-Caradoc is located 40 kilometres west of London, Ontario, and is easily reached by Highway 402. The Municipality of Strathroy-Caradoc was formed in 2001 from an amalgamation of the Town of Strathroy and the Township of Caradoc. About 20,000 residents call this community their home and enjoy the exceptional quality of life it has to offer.

### Your Opportunity to Make a Difference

The **Manager of Building Services / Chief Building Official** is responsible for the management, operation and administration of the Building Services division. In addition, as the Chief Building Official, this position is responsible for the Municipality's mandate under the Ontario Building Code and statutory duties as defined under the Building Code Act and any other applicable Municipal By-law. This position serves as an integral part of the Building and Planning Team and performs a variety of leadership, administrative and technical work in the Building and Planning department, including overseeing processes related to permitting and inspection, plans review and ensuring health and safety requirements are met for new construction and renovations.

#### Management

- Oversee and advise on all matters related to the Municipality's building operations.
- Promote, build and maintain strategic relationships between the Municipality and external entities including surrounding Municipalities, Middlesex County, Provincial and Federal agencies, the public, landowners and service providers.
- Assist in the preparation of the division's annual operational and capital budget.
- Oversee the inspection process and records management in accordance with the Ontario Building Code. Maintain a high degree of current knowledge related to the building sector to ensure that the department will maintain, and where possible, improve the level of service in the Municipality. Prepare reports to Council, provide recommendations, information and advice to Council, and attend Council meetings as required.

#### Operational

- Perform plans examinations to confirm compliance with the requirements of the Building Code Act, the Building Code, and all other applicable laws, resolutions and policies.
- Inform permit applicants, design consultants, construction professionals, builders, property owners or project managers as necessary of any discrepancies discovered during plan examination or site inspection and request all necessary changes to plans, submissions and any other additional information as may be necessary while maintaining accurate records and database management. Consult with permit applicants and the public with respect to the requirements of the Building Code (both technical and general) and departmental requirements as an aid in design, construction, and permit application processes.
- Working under the authority of the Building Code Act in the capacity of Property Standards Officer, enforce property standards of the Municipality, conduct investigations, inspections of buildings, structures and property to ensure compliance with the Ontario Building Code and relevant Municipal by-laws.
- Issue building permits in accordance with the Ontario Building Code.
- Respond to the public, adhering to the Municipality's Customer Service Standard policy.
- Respond to complaints and inspect properties to ensure their use and condition is in conformity with applicable statutes, regulations and by-laws. Write and issue orders as appropriate when a contravention is found and follow up as necessary.

## Reporting

- Prepare and maintain data and records, both written and electronic, concerning all investigations, inspections, plan examinations and enforcement activities.
- Ensure accurate reporting on data and records to TARION, MPAC, Statistics Canada, Middlesex County and Municipal Council consistent with the requirements of pertinent legislation, regulations and by-laws.

## Other Administrative

- Monitor, review, report and manage updates regarding the Municipality's Building By-law, including fee structure.
- Calculate and ensure that the applicable development charges and permit fees are applied in accordance with the Development Charges By-law and the Building By-law respectively.
- Prepare documentation, provide evidence, and serve as a representative as needed before the courts and applicable tribunals related to violations of applicable laws.

## Ideal Qualifications

- **Education and Designations:** Post-secondary degree / diploma in Architectural – Construction Engineering Technology or related field; a Certified Building Code Official (CBCO) professional designation and a valid BCIN.
- **Technical Qualifications:** Qualified with Municipal Affairs and Housing in the following categories: House, Small Buildings, Large Buildings, Complex Buildings, Plumbing-House, Plumbing-All Buildings, HVAC-House, Building Services, Building Structural, On Site Sewage Systems
- **Management Experience:** Minimum of 5 years' experience in a Municipal setting as Chief Building Official; supervisor experience is an asset.
- **Building Industry Experience:** A thorough understanding of the technology and methodology of the construction industry and knowledge of building-related legislation, regulations and by-laws.
- **Customer Service:** Experience with modern day community focused and service minded processes and approaches related to departmental services.
- **Relationship Management:** Sound judgment and professional tact to gain cooperation and compliance from the general public, contractors, and industry professionals.
- **Technology Skills:** Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms.
- **Legislation:** Working knowledge of the Building Code Act and the Ontario Building Code, Fire Code, Development Charges Act, Provincial Offences Act and other building/zoning/property maintenance-related legislation/regulations/standards and related enforcement processes.
- **Communications:** Exemplary verbal and written communication skills including the ability to manage complex political relationships & speak in public forums.

## How to Apply

To explore this opportunity please apply via email by **Friday, June 13, 2025**, to [careers@waterhousesearch.net](mailto:careers@waterhousesearch.net) quoting project **SC-CBO**. Should you wish to speak to our Executive Recruiter or to receive a detailed position description and information package please contact Tim Lukasevich at 416-214-9299 x8, [tim@waterhousesearch.net](mailto:tim@waterhousesearch.net) or Jon Stungevicius at 416-214-9299 x1, [jon@waterhousesearch.net](mailto:jon@waterhousesearch.net).

*All applications will be held in strict confidence. We thank all applicants; however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.*