



CHIEF BUILDING OFFICIAL
Permanent Full-Time (35 Hours per week)

Why Choose Loyalist for Your Next Great Career Opportunity? Loyalist Township is committed to developing employees who are passionate about making a difference. We support employees to grow their strengths, and together we will reach our collective full potential as an employer of choice. We offer excellent pay and benefits including OMERS, a defined benefit pension plan. Service to our community, and to each other is what we do.

Loyalist Township is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

Annual salary: \$109,913 - \$128,583

How to Apply: Interested applicants are invited to apply online through our [Careers](#) website by 11:59 p.m. on Sunday, April 26, 2026.

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan. It is key to the overall management of the Township's Building permitting functions.

Reporting to the Manager of Development Services, the Chief Building Official's (CBO) primary responsibilities are the statutory obligations required under the Building Code Act, 1992, as amended and the Ontario Building Code, and the supervision of Building staff to ensure the issuance of building permits conforms to the Code, applicable law and are processed in accordance with municipal by-laws and procedures. The CBO also ensures that the Ontario Building Code is enforced as well as matters under the property standards by-law and other by-laws which implement the Official Plan, zoning by-law and the Code.

RESPONSIBILITIES:

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| <ul style="list-style-type: none">• Perform the statutory duties of the Chief Building Official for the purpose of enforcement of the Ontario Building Code. |
| <ul style="list-style-type: none">• Develop checklists, review and monitor building permit files to ensure permit applications are complete and that plan examinations and inspections are carried out in conformity with the Building Code and applicable law (including providing responses within the prescribed time periods and consulting with other internal departments and agencies to determine matters of applicable law), and inspections and inspection notes are complete as possible and performed with the aim of protecting the Corporation from liability claims while providing interpretation of the Building Code and applicable law advice, monitoring to ensure building |

<p>inspections and interpretation of the Building Code between different inspectors are as consistent as possible.</p> <ul style="list-style-type: none"> • Issue orders under the Building Code Act, as required and monitor those orders issued by the building inspectors.
<ul style="list-style-type: none"> • Provide direct supervision of the Building Division staff through observation, regular and special meetings, written memos, providing monitoring, support, direction, and mentoring through the progress of activities, establishing performance standards, conducting performance reviews, providing a forum to exchange ideas and implement improvements. • Ensure that building staff are trained in policies as well as changing legislation and regulations • Review issues of disagreement, providing counseling to improve working relationships and correct performance, providing progressive discipline when required • Review all complaints of the public to determine if actions of staff were not appropriate or have violated the municipal Code of Conduct or the Building Division's additional Code of Conduct, as required under the Building Code in consultation with the Manager and Human Resources.
<ul style="list-style-type: none"> • Respond to building related enquiries made by the public, the construction industry, other municipal departments, etc. • Oversee any enforcement issues that require legal action through the courts or the Property Standards Committee and review property standard complaint files to ensure timely action and consistency • Review site plan control applications to determine any Building Code matters and provide feedback to Planning staff. • Communicate with the building and development industry to convey departmental expectations and to understand any concerns of the industry and amend practices/procedures in response to feedback, where practical.
<ul style="list-style-type: none"> • Ensure annual financial reporting is completed in conformity with the Building Code Act and the Building Code in terms of identifying revenue and the direct and indirect costs of operating the Division • Assist the Manager in annual operating and capital budget preparation and have authority for purchases and approvals under limits prescribed by the Corporate Procurement Bylaw. • Ensure the appropriate permit and other fees and charges have been collected correctly in accordance with building by-law, development charges by-law, water and sewer service charge by-laws, etc.
<ul style="list-style-type: none"> • Review plans for conformity with zoning, building and plumbing by-laws and all other applicable laws; issue permits and conduct building inspections when required, and complete development-related inspections as assigned by the Manager of Development Services.
<ul style="list-style-type: none"> • Review staffing needs from time to time, recommending changes in duties and responsibilities, as needed • Participate in the review of job descriptions and recruitment of new staff, ensuring appropriate training of new staff.
<ul style="list-style-type: none"> • In consultation with the Manager, oversee the development and maintenance of the Township's digital Building Information System.
<ul style="list-style-type: none"> • Prepare and/or amend building division by-laws and policies for consideration and prepare any associated staff reports to Council, administering various by-laws such as property standards, sign, fencing and building by-laws. • Occasionally attend Council and budget meetings • Attend and provide expert evidence at court proceedings. • Attend development pre-consultation meetings to provide relevant Building Code feedback.
<p>Other duties as assigned.</p>

MINIMUM QUALIFICATIONS:

Education

- Two (2) year college diploma in a technologist or technician program in an architecture, building, or engineering related field.
- Must be a member of the Ontario Building Official Association with current BCIN and have the following qualifications (as required under the Ontario Building Code):
 - Powers and Duties of a CBO
 - House
 - Small Buildings
 - Large Buildings
 - Complex Buildings
 - Plumbing – All Buildings and Plumbing House
 - HVAC –House
 - Building Services
 - Building Structural
 - On-site Sewage

Preferred

- Certified Building Code Official designation.

Experience

- Five (5) years of progressively responsible leadership experience in a building-related field or within a municipal building department field.
- Experience working with and applying the Building Code, the Building Code Act and health and safety legislation and regulations.
- Experience with analyzing and solving complex problems, with the ability to make sound and prompt decisions.

Preferred Experience

- Leadership/Supervisory experience in a unionized environment
- Experience in dealing with the public and management of files and records.

Knowledge/Skill/Ability

- Thorough knowledge of the Building Code, the Building Code Act and applicable law.
- Good knowledge of reference standards cited in the Code.
- Computer literacy in Microsoft Word, Excel, with the ability to learn new technology.
- Familiarity with building permit database software
- Excellent oral and written communication and ability to interact with the public and politically sensitive issues with tact and courtesy as part of regular duties
- Good working knowledge of the Occupational Health and Safety Act and regulations.
- Superior ability to read and understand plans, details, specifications and required building construction and civil engineering/architectural drawings.
- Demonstrated leadership and organizational awareness using critical thinking skills in decision making, with a realistic understanding of the issues and the impact of a decision on the department and the Township as a whole
- Contemporary staff supervisory skills including knowledge of collective agreement administration and interpretation, labour relations principles and practices, and relevant employment legislation
- Highly self-motivated with an ability to work both independently, and in a team environment.
- A demonstrated ability to establish effective working relationships both within and outside the organization.

- Strong organizational and time management skills to multi-task, prioritize and meet deadlines with minimal supervision.
- Excellent leadership skills including the ability to motivate, recognize, and supervise staff in a respectful, fair, and consistent manner including effective mentoring, coaching, counselling, and conflict management skills.

Other Requirements

- Possess and maintain a valid Class 'G' driver's license, in good standing and reliable vehicle to use on corporate business.
- Obtain and maintain satisfactory Criminal Record Check (CPIC).

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal

Building Inspectors, Building Services Analyst and other Development Services staff

External

Developers, contractors, residents and external agencies.

WORKING CONDITIONS:

- Normal office environment working conditions apply.
- Some outdoors work. Dirt, dust, noise when on construction sites.
- Attend construction sites, may walk on uneven ground, enter tight spaces, climb ladders and stairs.
- Travelling to construction and inspection sites.
- Will be required to occasionally attend meetings outside of regular office hours.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the *Accessibility for Ontarians with Disabilities Act*, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.