

### **About the Township**

Nestled along the trails, shoreline and beautiful hills of Simcoe County, the growing municipality of the Township of Oro-Medonte offers a unique experience to work, live and play. Built on the care for our land and community, the Township leads with a people first mindset, seeking opportunities to continually improve our commitment to deliver exceptional public services, improve our ways of working, and support our team's development.

### **About the Role**

The Township is currently seeking an experienced building professional to fill the contract position of Deputy Chief Building Official. Reporting to the Chief Building Official, this role provides leadership and technical direction to Building Division staff and supports the effective administration and enforcement of the Ontario Building Code, municipal by-laws, and other applicable legislation. The Deputy Chief Building Official oversees permit review and issuance, inspections, compliance activities, and service delivery, while fostering a collaborative, accountable, and customer-focused team environment.

Highlights of key responsibilities include:

- Provide leadership, supervision, technical guidance, and day-to-day direction to Building Division staff.
- Act as Chief Building Official when required and assume the associated legislated and delegated responsibilities.
- Review, verify, approve, and issue building and septic permit applications in accordance with the Ontario Building Code, municipal by-laws, and other applicable legislation.
- Conduct and oversee inspections of residential, agricultural, industrial, commercial, and institutional construction to confirm compliance with approved plans and applicable standards.
- Oversee the review and inspection of sewage system designs and support the investigation and resolution of sewage system complaints.
- Issue occupancy certificates and appropriate orders where non-compliance is identified and maintain records to support enforcement and court proceedings.
- Respond to building complaints and possible infractions, provide technical guidance to applicants and the public, and complete required follow-up.
- Coordinate with applicants, architects, engineers, contractors, Township departments, regulatory bodies, and other agencies on permit and compliance matters.
- Provide divisional comments on development applications, participate in pre-consultation meetings, and attend Council, stakeholder, and internal meetings as required.
- Contribute to departmental planning, strategic initiatives, continuous improvement, staff training, and health and safety compliance.

Please refer to the Deputy Chief Building Official job description for further information.

### **What you Bring**

The successful candidate must have an Architectural Technologist, Applied Science Technologist or similar designation. The applicant must have working knowledge of the Ontario Building Code Act and Regulations and familiarity with building materials, construction and procedures. The Certified Building Official Code (CBCO) designation from the Ontario Building Officials Association is an asset. This position requires demonstrated ability to read and understand plans, blueprints, and building construction

drawings as well as the ability to meet the physical demands of the position and work in adverse weather conditions. The successful candidate must hold the appropriate motor vehicle license (G) classification as outlined by Government Regulations.

A satisfactory Driver's Abstract and Criminal Background Check are required for this role.

### **What We Offer**

This up to 12-month contract management position offers a salary commensurate with experience and education (2026 salary range \$95,090 to \$115,582). The Township of Oro-Medonte values work-life balance, employee well-being, and professional growth. In this role, you will enjoy a flexible work environment, comprehensive employer paid health coverage, contributory OMERS pension plan, engagement events, and learning and professional development opportunities.

The Township of Oro-Medonte is an equal opportunity employer and is committed to fostering a workplace culture rooted in equity, inclusion, and respect.

### **Application Deadline**

We encourage all interested applicants to apply through our Township's Career Centre by 4:30 p.m. on November 9, 2026.

*The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte People & Culture Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the People & Culture Department.*