



Employment Opportunity

Chief Building Official

The Township of Minden Hills is located in the heart of Haliburton County and includes the sub-communities of Lochlin, Gelert and Irondale as well as the Town of Minden. The area population is approximately 7,000 permanent residents which increases significantly in the summer months with the influx of cottagers, seasonal residents and visitors.

Minden Hills is considered the gateway to the Haliburton Highlands, bridging the area's natural beauty and urban life. We are home to multiple rivers and lakes, and nature trails for those who love the outdoors. Minden Hills has become a popular destination for people looking to escape the city, wanting time to relax and enjoy the sights and sounds of nature as well as the many vibrant activities and events to ignite the passions of art, music and the environment.

Your Opportunity to Make a Difference

We are currently seeking a Chief Building Official (CBO) who is a highly motivated and energetic individual to join our team. Reporting to the Chief Administrative Officer, the CBO is responsible for proactive leadership, policy development and implementation, managing the interpretation and enforcement of the Ontario Building Code Act, Plumbing Code, Planning Act, Municipal Act, other applicable Provincial legislation, Municipal by-laws and all other applicable laws in order to ensure compliance. The CBO will have responsibilities and statutory duties as defined under the Building Code Act.

The CBO is also appointed as a Municipal Law Enforcement Officer and will investigate complaints and enforce municipal by-laws.

Minimum Qualifications:

- Post-secondary education in Construction, Engineering or a related field is required.
- Completion of the qualification for a Chief Building Official under section 3.1 of the Ontario Building Code Act, 1992 Regulation 350/06 or any successor legislation is required.
- Possession of a valid 'G' Driver's License.
- A minimum of five (5) years' experience in progressively responsible related positions in Building (mandatory) and By-Law Enforcement (preferred) and exposure to municipal planning services and a minimum of one (1) year experience in the supervision of staff and the administration of employment policies, is required.
- Proven excellent knowledge of building code and construction theory, techniques, best practices and principles.

- Excellent knowledge of related legislation, pertinent to building and construction and by-law enforcement including the Building Code Act, the Municipal Act, Municipal By-Laws, Technical Standard and Safety Act, OHSAA, etc.
- Demonstrated management, organizational and leadership ability.
- Excellent supervisory skills and should be competent in the interpretation and application of employment policies, regulations, acts, guidelines and a Collective Agreement.
- Experience with legal and court matters related to property standards and by-law enforcement.
- Demonstrated ability to manage multiple projects; determine priority and create action plans
- Proficiency and experience with Microsoft Office Suites and databases.
- Flexible, adaptive and responsive to change.

Preferred Qualifications:

- Certified Municipal Law Enforcement Officer (MLEO) designation is highly desirable
- Municipal By-law Certification

This position involves office work as well as site visits that require physical demands outside of normal office working conditions. Travel is required and work can be performed outdoors.

Prior to the final selection for this position, the candidate shall be required to provide, at their own expense, a Background Check from the Ontario Provincial Police or appropriate Police Force and Driver's Abstract.

For a complete list of requirements and accountabilities for this position, please visit our website at www.mindenhills.ca/careers, or contact the Human Resources Coordinator at 705-286-1260 ext. 513 or sprentice@mindenhills.ca.

The salary range for this position is currently under review.

How to Apply:

To explore this opportunity, please apply via email by **12:00 noon, April 18, 2024** to sprentice@mindenhills.ca, Attention: Human Resources Coordinator.

The Township may begin the process of reviewing and selecting applicants for an interview at any time during this recruitment period.

We thank all who apply for this position; however only those selected for an interview will be contacted. The Township of Minden Hills is an equal opportunity employer. Accommodation can be provided in all steps of the hiring process. For accommodation options and to ensure full and equal access during the recruitment and selection process, contact the Clerks Department. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the information gathered will be used solely for the purpose of job selection.