

Position: Deputy Chief Building Official
Classification: Non-Union Full-time/35 hours per week
Hourly wage: 5 Step Pay Grid - \$44.62 to \$52.20/hour
Closing date: Friday, January 17th, 2025
Benefits: The Township offers a competitive compensation package including an OMERS pension and attractive benefits plan.
Start date: March 1, 2025

Opportunity

Reporting to the Director of Building/Bylaw Services, the Deputy Chief Building Official (DCBO) is responsible for the enforcement and administration of the Ontario Building Code Act and Building Code. The DCBO is responsible for the assessment of building permit applications and code enforcement to ensure compliance with the Act, Code, Planning Act, Municipal Act and other applicable legislation. Reviewing and issuing building permits and conducting inspections to meet compliance. The DCBO is required to manage and resolve conflicts when there is a code violation or lack of understanding of the requirements under associated Acts.

Position Responsibilities

- Review plans, drawings, and site layouts and conduct on-site inspections for new constructions, building renovations and other proposed structures ensuring compliance with the OBC and municipal by-laws.
- Review and issue building permits.
- Enforce by-laws by explanation, mediations, compliance orders, penalties and if necessary legal action.
- Investigate construction activity to determine whether a permit is required pursuant to the BCA.
- Address inquiries and maintain effective liaison with the public, representatives of other departments, contractors, consultants, agencies, and governments.
- Comply with the Occupational Health and Safety Act and Township policies and procedures.
- Assume the role and responsibilities of the Chief Building Official in their absence.
- Assist the Director of Building/Bylaw Services in other capacities as needed.

Skills and Qualifications

- Completion of a two-year Community College program in a relevant technical program.
- Minimum of 5 years' experience as a Building Official.
- Provincial accreditation (BCIN) as set out in the OBC and regulations specific to Powers and Duties of a Chief Building Official, House, Plumbing, All Buildings, Structural, Building Services, Small Buildings, Large Buildings and On-Site Sewage.
- Excellent knowledge of the Building Code, Building Code Act, Ontario Fire Code, Planning Act, Municipal Act and Provincial Offences Act.
- Related experience in the construction industry as a building inspector or construction experience.
- Must participate, as required, in the Ministry of Housing training courses and qualifications and be current with all OBC changes.
- Excellent writing skills, effective organizational, analytical, and interpersonal skills with the ability to exercise tact and sound judgement.
- Ability to read and interpret blueprints and related construction drawings.



EMPLOYMENT OPPORTUNITY Deputy Chief Building Official

- Proficient in abilities and knowledge utilizing cloud-based programs such as CloudPermit, computer applications and related technology.
- Must possess a valid Class “G” Driver’s License and a good driving record. Reliable vehicle (preferably AWD or 4 X 4) to conduct site inspections throughout the Township.

Qualified applicants are invited to submit a resume to:

Township of Lake of Bays
Nicole Tye, Human Resources Department
1012 Dwight Beach Rd. Dwight, ON P0A 1H0
email: NTyeHR@lakeofbays.on.ca
Fax: 705-635-2132

The Township of Lake of Bays is an equal opportunity employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require disability-related accommodation to participate in the recruitment process, please advise the Human Resources Department as soon as possible.

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. We thank all applicants; however, only those selected for an interview will be contacted.