

City Of Kenora Chief Building Official External Job Posting

Kenora provides a high quality of life for residents and unforgettable experiences for visitors by celebrating and embracing the community's rich heritage, diversity, and natural environment.

Division: Building
Hours of Work: Monday – Friday
Salary: (PM-03) \$122,839 - \$144,156 per year
Location: Kenora, ON
Job Status: Regular, Full Time
Closing Date: January 27th, 2025

Please note that we encourage early applications as we may proceed with interviews and make offers to exceptional candidates before the closing date.

Position Summary

Reporting to the Director of Planning and Building, the Chief Building Official is responsible for duties regulated under the Ontario Building Code Act for the administration and enforcement of the Ontario Building Code for the City of Kenora. This position ensures that the proper inspections are carried out applicable to the Building Code, municipal by-laws and any other regulations pertaining to building and plumbing systems are compliant from commencement of construction to occupancy clearance.

The Chief Building Official will:

- Manage the enforcement of Provincial Statutes and Regulations under the Ontario Building Code, and all other applicable laws as they apply to buildings and structures
- Recruit, supervise, manage and develop Building Inspectors including mentoring, coaching, scheduling and evaluating staff
- Responsible for building code related By-Law enforcement as required
- Maintain confidentiality of information acquired in the course of the review of building proposals
- Represent the Municipality at relevant legal proceedings or special hearings
- In accordance with the Ontario Building Code, responsible for the preparation of an annual report for public viewing regarding building permit fees authorized, and costs to the City to administer and enforce the Ontario Building Code Act
- Research, develop and implement, with Council's direction, by-laws relative to building along with development fees and charges. Responsible for collecting the appropriate fees.
- Assess alternate solutions by reviewing proposal, acceptability and authorizes compliant alternatives
- Collaborate with Building and Planning Department staff to ensure consistent and exceptional customer service.
- Responsible, as a Supervisor under the Occupational Health and Safety Act, to ensure that the work environment is maintained in a healthy and safe condition, and that workers are aware of all potential and existing work-related hazards when in the field. Provide ongoing safety education and evaluate the health and safety performance of employees, and prepare planning policies, by-laws and standards.
- Perform other related duties as assigned.

Required Skills and Qualifications:

- Post-secondary education in building design, building science, building construction, or related field of study and/or a red-seal trade. A combination of equivalent education and experience in the construction field will be considered.
- Certification under the Ministry of Municipal Affairs and Housing (MMAH) for Building Officials, including Chief Building Official, is required.
- Three (3) to five (5) years' experience as a Chief or Deputy Chief Building Official.
- Five (5) years building experience with a background in design, construction, and project management
- Must possess a valid 'G' class Ontario Driver's License and access to a reliable vehicle.
- Supervisory experience with ability to motivate and maintain a harmonious and cooperative work place.
- Knowledge of applicable legislation such as Municipal Act, Ontario Building Code, Occupational Health & Safety Act, and any other associated regulations.

- Excellent problem solving and decision-making skills with an ability to navigate complex environments and influence desirable outcomes through positive and collaborative relationship management Computer literacy skills including Microsoft Office applications (Excel, Word, Outlook, PowerPoint, etc.).
- Experience with building permit software would be considered an asset.
- Excellent oral and written communication skills with an ability to produce reports and communicate with all levels of staff, external contractors, and the general public.
- Well-developed organizational and time management skills with an ability to complete a high volume of work with accuracy and within prescribed deadlines in a fast-paced environment.

Qualities that we are seeking:

- Resilient
- Self-starter
- Highly accountable
- High ethical standards and exhibits sound judgement
- Collaborative, critical thinker with problem solving skills

Why apply:

- **Leadership Role:** This role will allow you to lead and mentor a small team of three building professionals where you will shape policy and ensure compliance with the OBS impacting the safety, sustainability, and functionality of buildings in the community.
- **Lifestyle:** Enjoy the beauty of Kenora with opportunities for fishing, hunting, hiking, boating, snowmobiling, and other outdoor activities in your downtime.
- **Short commute times:** Our community offers the advantage of quick, hassle-free commutes where you'll spend less time on the road and more time enjoying the natural beauty and recreational activities the area has to offer.
- **Excellent Benefits Package:** Including but not limited to: OMERS defined benefit pension plan (rated as one of 2023's Top 10 pension funds), employer paid Health and Dental benefits, moving allowance, generous paid time off, and more!
- **Community Impact:** Make a meaningful difference in the lives of the residents by ensuring their safety and well-being.

Successful candidates will be required to provide a Criminal Record Check, Driver's Abstract, and professional references deemed satisfactory to the employer. Qualified applicants are invited to submit a current resume using the following link:

<https://kenora.bamboohr.com/careers/192?source=aWQ9Mjk%3D>

The City of Kenora is an equal opportunity Employer and committed to building a workforce that reflects the rich diversity of the community we serve. We encourage applications from all qualified individuals including members of groups with historical and/or current barriers to equitable employment, including but not limited to, Indigenous Peoples, members of racialized communities or visible minorities, persons with visible and/or invisible disabilities, diverse sexual and gender identities, orientations and/or expressions, and others who may contribute to the further diversification of ideas.

The City of Kenora is committed to providing accommodation in all aspects of the recruitment and selection process in accordance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. If you require an accommodation, please advise the Human Resources department in advance to ensure your participation in the recruitment and selection process.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

We thank all candidates for their interest, however only those selected for an interview will be contacted.