

The Municipality of Strathroy-Caradoc - Full-Time Job Opportunity

Manager of Building Services / Chief Building Official

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.

The Municipality of Strathroy-Caradoc is currently accepting applications for one (1) full-time permanent "Manager of Building Services / Chief Building Official."

Position Summary:

The Manager of Building Services / Chief Building Official is responsible for the management, operation and administration of the Building Services division. In addition, as the Chief Building Official, this position is responsible for the Municipality's mandate under the Ontario Building Code and statutory duties as defined under the Building Code Act and any other applicable Municipal By-law. This position serves as an integral part of the Building and Planning Team and performs a variety of leadership, administrative and technical work in the Building and Planning department, including overseeing processes related to permitting and inspection, plans review and ensuring health and safety requirements are met for new construction and renovations.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training, and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Perform duties of Chief Building Official under the requirements of the Building Code Act, the Building Code, and all other applicable laws, resolutions and policies.
- Oversee all functions of the Building Services division, including applications, fee assessment and collection, plan review, design review approval and permit issuance, inspection, and occupancy.
- Oversee and direct Building Services division staff, as required, including conducting performance appraisals, approving time sheets and providing coaching, mentoring, training and corrective action.

- Perform plans examinations to confirm compliance with the requirements of the Building Code Act, the Building Code, and all other applicable laws, resolutions and policies.
- Issue building permits in accordance with the Ontario Building Code.
- Inform permit applicants, design consultants, construction professionals, builders, property owners or project managers as necessary of any discrepancies discovered during plan examination or site inspection and request all necessary changes to plans, submissions and any other additional information as may be necessary while maintaining accurate records and database management.
- Consult with permit applicants and the public with respect to the requirements of the Building Code (both technical and general) and departmental requirements as an aid in design, construction, and permit application processes.
- Respond to complaints and inspect properties to ensure their use and condition is in conformity with applicable statutes, regulations and by-laws. Write and issue orders as appropriate when a contravention is found and follow up as necessary.
- Prepare and maintain data and records, both written and electronic, concerning all investigations, inspections, plan examinations and enforcement activities.
- Ensure accurate reporting on data and records to TARION, MPAC, Statistics Canada, Middlesex County and Municipal Council consistent with the requirements of pertinent legislation, regulations and by-laws.
- Monitor, review, report and manage updates regarding the Municipality's Building By-law, including fee structure.
- Working under the authority of the Building Code Act in the capacity of Property Standards Officer, enforce property standards of the Municipality, conduct investigations through, but not limited to, inspections of buildings, structures and property to ensure compliance with the Ontario Building Code and relevant Municipal by-laws and other duties associated with the Building Code.
- Calculate and ensure that the applicable development charges and permit fees are applied in accordance with the Development Charges By-law and the Building By-law respectively.
- Promote, build and maintain strategic relationships between the Municipality and external entities including surrounding Municipalities, Middlesex County, Provincial and Federal agencies, the public, landowners and service providers.
- Assist in the preparation of the division's annual operational and capital budget.
- Oversee the inspection process and records management in accordance with the Ontario Building Code. Maintain a high degree of current knowledge related to the building sector to ensure that the department will maintain, and where possible, improve the level of service in the Municipality.
- Prepare reports to Council, provide recommendations, information and advice to Council, and attend Council meetings as required.
- Prepare documentation, provide evidence, and serve as a representative as needed before the courts and applicable tribunals related to violations of applicable laws.
- Oversee and advise on all matters related to the Municipality's building operations.
- Respond to the public, adhering to the Municipality's Customer Service Standard policy.
- Works in a safe manner in accordance with the Occupational Health and Safety Act and Regulations. Act as a Supervisor as defined under the Occupational Health and Safety Act and its Regulations.
- Performs other related duties as assigned.

Qualifications:

- Post-secondary degree / diploma in Architectural – Construction Engineering Technology or related field.
- Successful completion of the examination program authorized by the Ministry of Municipal Affairs and Housing in: House, Small Buildings, Large Buildings, Complex Buildings, Plumbing-House, Plumbing-All Buildings, HVAC-House, Building Services, Building Structural, On Site Sewage Systems

- Must have successfully passed the Ministry of Municipal Affairs and Housing examination on Powers and Duties of CBO.
 - Minimum of 5 years' experience in a Municipal setting as Chief Building Official or equivalent experience involving the Building Code and Building Code Act.
 - Supervisory experience an asset
 - Must possess a valid Building Code Inspection Number (BCIN)
 - Must have a thorough understanding of the technology and methodology of the construction industry and knowledge of building-related legislation, regulations and by-laws.
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- Sound judgment and professional tact to gain cooperation and compliance from the general public, contractors, and industry professionals (Engineers and Architects).
 - Understands and works within the Occupational Health and Safety Act, Regulations, and any Municipal policies and procedures.
 - Able to attend meetings outside normal work hours and/or responding to after-hours emergencies as required.
 - Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms.
 - Must have a valid class "G" Ontario Driver's licence (or greater) with a satisfactory driver's abstract.
 - A satisfactory Vulnerable Sector Check prior to starting employment.

Compensation:

Wage: Band 7: \$88,543.00- \$110,674.20 (2024 rates) (Compensation under review)

Benefits: Comprehensive benefits package including enrolment in the Ontario Municipal Employee Retirement System (OMERS) defined benefit pension plan.

Closing Date: February 3, 2025 @ 4:00pm

We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.