



Located just 90 minutes north of the Greater Toronto Area and easily accessed from major highways 400, 11 and 12, Severn is nestled in the northern corner of Simcoe County and is considered the gateway to the Canadian Shield. Our community offers natural beauty and historic charm, making residents proud to call Severn home. We are seeking talented individuals with the ability and desire to lead in our dynamic workplace where every Team member brings unique experiences, skills, and perspectives. Our diverse-complement ensures an environment where individual, team, and organizational successes are recognized and celebrated. We welcome your application for the position of Deputy Chief Building Official.

Deputy Chief Building Official

Closing date

Applications will be accepted until February 5, 2025.

Rate of pay

The rate of pay for this position is \$102,535.00 to \$119,953.00, plus a competitive benefits and pension package.

How to Apply

Qualified applicants are invited to submit a resume electronically to hr@severn.ca

Duties

- assist CBO with annual budget preparations
- train staff and provide guidance, as necessary, to ensure that the policies, directives, and regulations are carried out in a manner that ensures smooth municipal operation, good staff relations, and excellent customer service
- assist the CBO with the management of staff resource allocation by reviewing Council's identified goals and objectives, current directives, daily client service needs, and special project status
- oversee the septic re-inspection program in conjunction with the Septic Inspector
- communicate with members of the public regarding Building department inquiries and handling customer service issues
- conduct site inspections as per the Ontario Building Code and assist other inspectors in gaining code compliance with follow-up inspections
- manage, organize and schedule daily activities and staff resources

- issue orders, issue fines, file information with the Courts, and provide evidence at trial
- perform the duties of the CBO in their absence
- request revisions from applicants when submission is incomplete or does not meet the Ontario Building Code requirements
- review plans for all categories of buildings, and issue permits as required
- comply with the Occupational Health and Safety Act and Township policies and procedures

Qualifications

- Post-secondary education in a 3-year program such as an Architectural Technologist or Applied Science Technologist, or a related field or equivalent years of experience
- Certified Building Code Official with a minimum of 5 years of related progressively responsible experience in the building field, preferably in the urban/rural municipal sector
- qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the minimum following categories as defined under Division C, Part 3 of the OBC: Legal CBO, Plumbing All Buildings, On-Site Sewage Systems, Large Buildings, Complex Buildings, Building Services, Building Structural, Small Buildings and House
- candidates who do not have Part 3 of the Ontario Building Code must be willing to complete the same within a specific period upon hire
- ability to read and interpret plans, blueprints, and construction drawings
- capable of handling conflicts and performing inspections, with the ability to multi-task
- ability to oversee and manage a team of 4
- demonstrated effective leadership skills
- excellent oral and written communication skills with experience drafting policies and reports to Council
- excellent problem-solving, customer service, and negotiation skills
- familiarity with Blue Beam, and other municipal software is an asset
- strong computer skills, including knowledge of Microsoft Office software and other related software packages with a strong sense of uses/opportunities for technology

The Township of Severn 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.