

Municipal Building Official			
Competition Number	2024-446	Job Code	0661
Posting Date	October 24, 2024	Closing Date	November 11, 2024 (at 6:00pm)
Job Status	Permanent Full-Time		
<p>The City of Kitchener is a vibrant and dynamic city of approximately 292,000, in the heart of southwestern Ontario. As the largest municipality in Waterloo Region, Kitchener continues to be poised for development and growth, enhancing its reputation as a leader in city-building and innovation, with nationally recognized strategies to build its neighbourhoods, its digital infrastructure and its diverse economy.</p> <p>The City of Kitchener is WHERE you want to work! Learn more about the top reasons to join us: Why work at the City of Kitchener</p>			
<p>Position Overview: Performs plans examinations to ensure compliance with the Building Code Act, the Building Code and all other applicable laws, resolutions and policies for Part 9 buildings (up to two residential dwelling units). Administers standards for architectural, structural, plumbing, electrical, mechanical, on-site sewage systems, and grading disciplines as described in the Building Code.</p>			
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Ability to perform plan examination, receive complete permit applications, issue building permits and answer general inquiries. • Review drawings and specifications for code compliance. • Receive, research and respond to inquiries re: Ontario Building Code requirements, interpretation and application. • Provide technical assistance to Building Division staff. • Establish and maintain required plan files. • Establish and maintain approved building permit documents for Corporation. • Respond to inquires re: Ontario Building Code and referenced documents, zoning, fence, grading, by-laws, permits, etc. as requested by Members of Council, other city departments and members of the public. • Assist in the enforcement of zoning by-laws and planning approvals. • Responsible for accurate data entry and file maintenance for building permits. • Verification of structural drawings for small buildings. • Perform other related duties as assigned. 			
<p>Requirements:</p> <ul style="list-style-type: none"> • 3-year Degree or Diploma in Architectural-Construction Engineering Technology or other related field. • Minimum of 1-year related experience in the construction industry. • Possess Proof of Qualifications for the Municipal Building Official I position and be able to provide documentation from the Ministry of Municipal Affairs and Housing: General Legal/Process, House, HVAC – House or Candidates who have Legal/Process will be considered if successful enrollment into the OBOA internship program upon hire and within 6 months of employment must attain House and HVAC – House 			

- Valid MTO class 'G' driver's license in good standing and the use of a personal vehicle.
- Ability to participate as an effective team member.
- Ability to work independently and efficiently with exceptional organizational skills.
- Thorough understanding of the technology and methodology of the construction industry and knowledge of building-related legislation, regulations and by-laws.
- Good communications skills with a customer service focus to deal effectively with both technical and non-technical customers.
- High degree of analytical, creative and judgement abilities to accurately evaluate construction projects and building plans for compliance with the Ontario Building Code.
- Reliable with good attitude and employment record.
- Ability to support and project values compatible with the organization.

Compensation will be determined based on experience and qualifications. MBO II may be considered if you possess the following:

- Must have a minimum of 2 years related experience in the construction industry.
- Must possess all POQ's (Proof of Qualifications) for the Municipal Building Official II position and be able to provide documentation from the Ministry of Municipal Affairs: General Legal Processes and Responsibilities, House, Small Buildings, HVAC - House, Building Services, Plumbing - House, Plumbing - All Buildings, On-site Sewage Systems, and Building Structural

The City of Kitchener is committed to an equity-driven, inclusive, accessible, and barrier-free recruitment and selection process, and to ensuring our workforce reflects the full diversity of the community we serve. We welcome applications from Indigenous, Black, racialized and 2SLGBTQ+ persons, as well as other equity deserving groups.

We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please contact Human Resources at recruitment@kitchener.ca, or 519-741-2200 ext. 7261 to make your needs known, so that we can support your full and equal participation throughout the hiring process.

We appreciate the interest of all applicants. Only candidates whose skills, experience and qualifications meet the requirements of the position will be contacted.

Please note that as per Human Resources Policy HUM-HIR-110, "Employment of Relatives of Staff Members and Elected Officials":

"The immediate relatives of staff of the Human Resources Division, all Directors, General Managers, or the Chief Administrative Officer and Elected Officials shall not be employed by the City in any capacity. The immediate relatives of all other Management personnel shall not be employed where such employment would be:

- 1. within the same Department in the case of permanent full-time, temporary full-time and part-time classifications.*
- 2. within the same Division in the case of students."*

Department	Development Services	Division	Building
Union Affiliation	CUPE 791	Number of Positions	1

Hours of Work	35 hours per week, Monday to Friday		
Location			
Initial Location	City Hall	City	Kitchener
Compensation			
Salary Range	effective Nov 1, 2024 MBO I \$63,682 - \$79,602 annually MBOII \$ \$81,314 - \$101,643 annually	Grade/Band	Grade 7 or 9