



Rideau Lakes

EMPLOYMENT OPPORTUNITY – DEPUTY CHIEF BUILDING OFFICIAL

The Township of Rideau Lakes is seeking an individual for the Full-time position of Deputy Chief Building Official.

POSITION SUMMARY:

In consultation with the Chief Building Official, the Deputy Chief Building Official is responsible for ensuring compliance with the provisions of the *Ontario Building Code* and all other relevant legislation and regulations while performing all aspects of the position. The Deputy Chief Building Official will also function as the Chief Building Official in their absence.

EDUCATION / EXPERIENCE / SKILLS TRAINING:

- Three years of college / post-secondary education or equivalency related to building inspection or construction combined with up to two (2) years of building inspection experience or an equivalent combination of education, training, and experience.
- Successful completion of courses and training required by the Province of Ontario for a Chief Building Official or Building Inspector.
- Thorough knowledge of the *Ontario Building Code Act* and its Regulations, and knowledge of Municipal By-Laws.
- Knowledge of the Municipal Official Plan and Zoning By-Laws, with respect to setbacks, etc. relating to building, and installation of civic address signs.
- Good general knowledge of municipal functions.
- Knowledge of the GIS System.
- Valid Ontario Class “G” Driver’s License.
- Good oral and written communication skills.
- Computer proficiency is required.
- A team player able to establish effective working relationships with other employees and the public.
- An ability to deal tactfully and respectfully with the public is required.

KEY RESPONSIBILITIES

- Function as the Chief Building Official for the purpose of enforcement of the *Ontario Building Code* when the Chief Building Official is absent or unable to perform their duties.
- Receive and review applications for Building Permits.
- Perform all duties related to Building Permit Applications and Inspections, as required.
- Conduct on-site inspections, as required.
- Assist the public and contractors with the completion of building applications and provide interpretation(s) of the *Ontario Building Code* and regulations.
- Maintain, develop, modify, and improve forms, files, digital archives related to Building Permits.

The regular working hours for this position are 35 hours per week from Monday to Friday, 8:30 a.m. to 4:00 p.m. The annual salary range for 2025 is \$72,181 to \$87,820 with a comprehensive benefit package.

Applicants interested in the position should send their resume with a cover letter **no later than March 26, 2025, at 4:00 p.m.** to: **Shellee Fournier, CAO,**
1439 County Road 8, Delta, ON K0E 1G0
sfournier@rideaulakes.ca

We thank all applicants for their interest, however, only candidates to be interviewed will be contacted.

The personal information collected will be used according to the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Rideau Lakes is an equal opportunity employer, committed to ensuring all candidates can take part in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodation to ensure you can take part fully and equally during the recruitment and selection process.