

# Chief Building Official Consultant- Deputy

RSM Building Consultants

www.rsmbuildingconsultants.com



## JOB OVERVIEW

<b>Job title</b>	Chief Building Official Consultant- Deputy
<b>Organization and department</b>	In this position, you will be working as part of our Chief Building Official services team, where you will be providing the knowledge and expertise of a Chief Building Official-Deputy to municipalities across Ontario.
<b>Location and hours</b>	<p>We value flexible work arrangements that balance family commitments and productivity. This is a <u>fully remote position</u> with the option of attending the office in Cambridge Ontario, as necessary to connect with the RSM team.</p> <p>This position is 5 days a week/ Monday to Friday/ 35 hours a week/ Full time.</p> <p>On occasion, irregular work may occur outside of daytime hours for scheduled council meetings or conference booths etc.</p>
<b>Hiring manager/ supervisor</b>	Devon Staley, Chief Building Official Services Manager

## JOB SUMMARY

Are you an experienced building official that would like to support multiple municipalities across Ontario in a Chief Building Official- Deputy role?

Ontario municipalities struggle to find qualified Chief Building Officials to oversee their building departments in times of short-term transitions, longer term positions as part of their succession planning strategy for new Building Officials or vacation coverage for current Chief Building Officials. This position provides the as needed support for any Chief Building Official duty, for any length of time at multiple municipalities at once across the province.

In this position, you will work with our team of experienced Chief Building Officials, plans examiners and inspectors, municipal partners and other industry professionals to provide leadership, problem solve and support the day-to-day operational needs of a building department within a municipality. Our Chief Building Official- Deputy duties are performed on a virtual platform using web-based permitting and day to day virtual meetings or as needed for inspections.

Coupled with your comprehensive decision-making ability and strong problem-solving skills, your vast knowledge and practical experience with the Building Code Act, the Ontario Building Code, municipal building department administration, enforcement process, onsite inspection and plans examination experience will be utilised in this position.

## JOB RESPONSIBILITIES

Typical responsibilities in this position include:

Chief Building Official- Deputy duties,

- Technical oversight for OBC conformance on plans examination reviews from RSM and municipal plans examiners,
- Act as the chief building official- deputy for designated municipalities within the RSM portfolio,
- Interact effectively and courteously as required regarding consultation with architects, engineers, property owners and contractors regarding proposed development in various municipalities,
- Develop good working relationships with municipal employees, applicants and the RSM team,
- Provide oversight on completion of applicable law, zoning, and other reviews prior to permit issuance,
- Assist with Issuance of permits, utilizing the RSM ePortal, Bluebeam and Cloud Permit software systems,
- Mentoring of municipal building officials as a technical advisor and chief building official-deputy,
- Take part in regular meetings with municipal staff to ensure smooth operation of the building department,
- Maintain a running record of orders for municipalities, providing status updates and next steps,
- Close open permits for municipalities within the RSM portfolio.

Inspections

- Assist building inspectors with technical OBC requirements and problem-solving matters that may arise because of an inspection,
- As a back up, provide virtual or onsite inspections to monitor for visual building code deficiencies, providing inspections reports to the site and municipality utilizing various inspection software programs.

Legal Matters

- Coordinate with the municipal and RSM inspectors on the issuance of orders,
- Follow up with inspectors on the issuance and compliance of orders,
- Work with the municipality if charges are to be laid for non-compliance,
- Prepare a legal brief and liaise with the municipal prosecutor on setting of charges,
- Work with the municipal prosecutor on preparation of part informations and summons to court,
- Oversee court proceedings.

## Policy Matters

- Assist Manager of Chief Building Official Services with policy development,
- Assist Manager of Training Development with training opportunities,
- Assist Manager of Municipal Services with communications between municipalities and plans examiners.

## SKILL REQUIREMENTS

### Required:

- **Proficiency in Office Software:** Skilled in Microsoft Office Suite and administrative tools like Bluebeam, Cloud Permit and other permitting software programs
- **Strong Organizational Skills:** Ability to manage multiple tasks, maintain filing systems, and meet deadlines with attention to detail.
- **Effective Communication:** Excellent written and verbal communication skills to interact with staff, clients, and stakeholders professionally.
- **Customer Service Excellence:** Friendly and approachable, with the ability to resolve inquiries or complaints efficiently.
- **Time Management:** Demonstrated ability to prioritize tasks, manage schedules, and coordinate meetings or events.
- **Technical Aptitude:** Comfortable with troubleshooting basic IT issues and operating office equipment like printers and scanners.
- **Confidentiality and Discretion:** Handles sensitive information with professionalism and integrity.
- **Team Collaboration:** Works well in a team environment, supporting colleagues and other departments as needed.
- **Problem-Solving Abilities:** Resourceful and adaptable, with strong decision-making skills to address challenges.
- **Relevant Experience and Certifications:**
  - 3+ years in a municipal environment in a Senior Level- Building Official role,
  - Ministry of Municipal Affairs and Housing all categories of qualifications, successful completion of CBO Legal exam.

### Considered an Asset:

- **Certified Building Code Official (CBCO)** an asset,
- **Certified Municipal Manager (CMM** any level and Building Executive) Ontario Municipal Managers Institute,
- **Certificate or Diploma:** Public Administration, Engineering or Design Field
- **Working knowledge:** Planning Act, Planning Processes, Zoning By-Law, Site Plan Approvals

## WORKING ENVIRONMENT

Regularly interact with municipal leaders, professional designers, subcontractors, and learners, to provide essential support and knowledge.

Embrace challenging deadlines with enthusiasm and adaptability in a dynamic work setting.

Leverage your leadership skills, problem-solving abilities, independence, and self-motivation to excel in this role.

You will be part of a supportive team-oriented department where collaboration and mutual respect are central to achieving our goals.

## COMPENSATION SUMMARY

- Hourly Wage \$52.20/hour (\$95,000/annually) to \$63.19 (\$115,000/annually) based on individual experience, a 35-hour work week, Monday to Friday.
- Benefits Package & Health Care Spending Account
- RRSP Program (under review)
- Work from Home Location
- Access to all RSM Building Consultants Workshops and Webinars for continuing education

## HOW TO APPLY

Please email your cover letter and resume to [info@rsmbuildingconsultants.com](mailto:info@rsmbuildingconsultants.com) by Tuesday March 18, 2025.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted.