



**Township of Selwyn
Invites Applications for
the Position of
Building Official 1
(12-month Contract)**

The Township is seeking a **Building Official 1** to work a 12-month contract. In this position, the successful candidate will provide customer service while managing all aspects of the building permit intake and issuance process. This position is to inspect buildings under construction to ensure compliance and is also expected to provide preliminary application review for completeness, adherence to all applicable law, including the Ontario Building Code Act (OBCAO), its regulations and all other applicable legislation. A detailed job description is available on the Township website www.selwyntownship.ca.

The ideal candidate will have a post-secondary education or equivalent in Architecture, Construction, or a related field. A minimum of one-year related experience in a business or municipal setting will be preferred.

Candidates should be a current member or willingness and ability to become a member of the Ontario Building Officials Association (OBOA), as well as be qualified and registered with MMAH in the following categories: General Legal, Small Buildings, HVAC House, Plumbing House. This person will have a good understanding of the principles of urban planning, the Township's Zoning By-laws, Building Code and other relevant legislation. A good working knowledge of personal computers, data base, GIS, AutoCAD and web-based mapping software, and word processing programs is required.

The person requires superior interpersonal and customer service skills and must act professionally in providing service to the public and as a representative of the municipality.

The expected hourly wage range for this position is \$32.03 to \$38.97 per hour based on a 35-hour work week.

Qualified candidates are invited to submit their application, consisting of a resume and cover letter, to the undersigned by **12 noon, Monday March 24th, 2025**.

Kim Berry, HR Coordinator
Township of Selwyn
Box 270
Bridgenorth, Ontario
K0L 1H0

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1310 Centre Line
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In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected under the authority of the Municipal Act and will only be used for the purpose of candidate selection.

We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process.