



Municipal Building Official (Temporary Approx. 13 months)

People, Place, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

Job Profile

The City of Cambridge currently is seeking a Municipal Building Official to work within the Community Development Department, Building Division available immediately. Reporting to the Manager of Building Officials, this position is responsible for the following duties:

What you will be doing

- Conducts on-site inspections and reviews plans to ensure conformance to the requirements of the Building Code and all applicable laws to maintain a minimum required level of safety, health, accessibility for persons with disabilities, and fire and structural protection of buildings prior to and during use.
- Discusses, reviews, and answers any questions or complaints which the general public, permit applicants, consultants, designers may have regarding construction in the City of Cambridge.
- Assesses, consults, and reports on the design, construction, and occupancy of all types of new and existing buildings and structures in accordance with the applicable laws and bylaws.
- Reviews and inspects construction, renovations, alterations, changes of use, interior improvements and demolitions.
- Responds to complaints and requests that occur outside the construction realm, including post-fire structural safety inspections
- Uses training and experience to administer laws and bylaws related to the design and construction of building and structures as defined in provincial legislation.
- Enters records and notes into the permit tracking system (AMANDA).

Education

Three year College Diploma in Construction/Architectural Technology or Similar

Experience

The successful candidate will be offered a position based on experience and qualifications.

Level I

- Experience Required: 3-year College Diploma in the construction field, or 3-4 years of related experience with a focus on: Part 3 & 9 Site Inspections.

- Ministry of Municipal Affairs - Qualification & Registration (BCIN #), Legal (General or CBO Legal) and either House, Small Buildings or Large Buildings

Level II

- Experience Required: 3-year College Diploma in the construction field, or 3-4 years of related experience with a focus on: Part 3 & 9 Site Inspections.
- Ministry of Municipal Affairs - Qualification & Registration (BCIN #), Legal (General or CBO Legal) and either
 - o House, Small Buildings, or Large Buildings.
 - o Building Services.
 - o Building Structural.
 - o And, either Plumbing-House and On-Site Sewage, or Plumbing-All and Complex Buildings

Level III

- Experience Required: 3-4 years of related experience with a focus on: Part 3 & 9 Site Inspections.
- Ministry of Municipal Affairs - Qualification & Registration (BCIN #), Legal (General or CBO Legal) and either (as determined):
 - Required Qualifications: Small Buildings, House, Large Buildings, Complex Buildings, Plumbing – All Building Services, Building Structural, CBCO Certified Building Code Official with the Ontario Building Officials Association is preferred.

Level IV

- Experience Required: 5 years of related experience with a focus on: Part 3 & 9 Site Inspections.
- Qualifications Required: CBO Legal, Small Buildings, House, Large Buildings, Complex Buildings, Plumbing – All, Building Services, Building Structural, On-Site Sewage, CBCO Certified Building Code Official with the Ontario Building Officials Association is preferred.

Required Knowledge

Qualification and registration with the Ministry of Municipal Affairs;

- Knowledge of the Ontario Building Code, application, and interpretation along with experience in all aspects of the construction industry, including construction methods, procedures, practices and materials.
- A valid G class driver's license. The successful candidate would have to provide proof that they have a valid driver's license upon being hired. Use of personal vehicle may be required.
- Experience and competency in using MS Word, Excel, Outlook; permit tracking system (AMANDA); GIS Mapping Systems, Bluebeam (or other CADD system), Adobe Reader
- Inputting and editing information in compliance tracking system (AMANDA) in accordance with City of Cambridge procedures.
- Conducting site inspections in accordance with Ontario Building Code requirements, departmental policies/procedures, interdepartmental policies/procedures (i.e. grading approval procedure, water meter installation procedure), City of Cambridge by-laws (i.e. water use by-law), applicable provincial regulations (i.e. record of site condition required under Environmental Protection Act, land use permits from Ministry of Transportation).

Your compensation

Level I MBO:

Salary for this level is within the Inside Workers Union: Grade 6: \$66,248 to \$70,434

Level II MBO:

Salary for this level is within the Inside Workers Union: Grade 8: \$75,202 to \$79,934

Level III MBO:

Salary for this level is within the Inside Workers Union: Grade 11: \$90,108 to \$95,768
Level IV MBO:

Salary for this level is within the Inside Workers Union: Grade 12: \$95,241 to \$101,228

We offer a comprehensive benefit package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

Hours of work

The regular hours of work are 8:30 a.m. to 4:30 p.m., Monday to Friday inclusive (35 hours per week) with opportunity for a hybrid work schedule and flexible work hours.

Advertisement expiration date

Interested candidates should apply at www.cambridge.ca/careers. This posting closes on March 21, 2025.

Accommodation needs and protection of privacy

The City of Cambridge recognizes and appreciates diversity and inclusion enhances our public value commitment.

We strive to create an accessible and inclusive experience and encourage all qualified people to apply, including and especially people from equity-deserving groups. Qualified applicants will receive consideration for employment with honour and respect toward their individual dimensions of diversity.

We strive to remove barriers that may prevent qualified applicants from fully participating in the recruitment and selection process. Accommodation in accordance with the Ontario Human Rights Code and other applicable legislation is available throughout all stages of the recruitment and selection process. Contact HRServices@Cambridge.ca to make your needs known in advance.

For more information on our Employment Equity, please read our full [policy](#).

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.