



Manager of Building Services/Chief Building Official

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. Significant growth is on the horizon where the Town is anticipated to almost double its current population of 45,000 to 85,000 over the next 30 years. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a highly motivated and organized professional to make a significant contribution to the Building Division on leading change.

Reporting to the Director of Growth Services, the role will lead the operations of the Building Department and be the substantive Chief Building Official. The role leads and motivates a diverse workforce, ensures effective teamwork, actively supports continuous learning and encourages innovation in others. The Manager will champion continuous improvement, plus ensure high standards of work quality, organizational performance, and customer service. This position is responsible for providing senior level policy advice/recommendations to both the Senior Management Team and Town Council regarding effective implementation of program initiatives.

Duties and Responsibilities

- Leads and directs the general/financial management and day-to-day administration of the Building Division comprised of customer service, the building permit application, plans review, and inspections functions.
- Leads continuous process improvement within the department, measuring success against defined key performance indicators.
- Performs the statutory requirements of the CBO as required by the *Building Code Act* and Building Code Regulations, ensuring compliance with the Building Code Act.
- Monitors existing service levels and procedures to ensure optimum effectiveness of the Building Division and ensure that established quality and timelines standards are adhered to.
- Recommends building-related policies/standards/by-laws/fee schedules in accordance with the Ontario Building Code/*Building Code Act, Planning Act, Municipal Act*, related legislation/regulations and industry standards.
- Develops and administers the annual budget for the Division and ensures that expenditures are controlled and maintained within approved budget limits and corporate policies.
- Encourages staff to strive for consistently high levels of performance in all areas of service delivery, with a particular focus on fostering a high standard of customer service.
- Works collaboratively and mediates disputes with the public, design professionals and the building industry to create a safe, healthy, sustainable and accessible built environment by administering and enforcing the Ontario Building Code and other applicable legislation.
- Provides technical comment and expertise to related to permit issuance, plans review, building inspection and building construction.
- Supervises a team of technical and administrative staff and provide support and guidance.
- Investigates and resolves complaints regarding building code violations.
- Attends court as a witness regarding Orders issued by the Building Department or as a witness for lawsuits between owners, contractors or trades.

Key Competencies and Qualifications

- University Degree with a minimum of five (5) years related experience or a College Technology Diploma in Civil, Architectural or Construction Engineering with a minimum of 10 years related experience.
- License with Professional Engineers Ontario, the Ontario Association of Certified Engineering Technicians and Technologists, the Ontario Association of Architects, or another recognized professional accredited association is required.
- A post-secondary degree in management, business administration and/or public administration is an asset.
- Certified Building Code Official (CBCO) designation from the Ontario Chief Building Official's Association is preferred.
- Qualified and currently registered (BCIN) with MMAH. Qualifications as required by the Ontario Building Code Act. Building Code Regulations in the following categories: House, Small Buildings, Plumbing All Buildings, HVAC-House, On-Site Sewage Systems, Large Buildings, Complex Buildings, Building Services, Detection Lighting and Power and Building Structural is an asset.
- Preference given to those with previous management and supervisory experience.
- Demonstrated experience in assessing, planning, developing, implementing, managing and monitoring broad scale, complex, longer term corporate and divisional initiatives, business strategies, operational processes and management systems.

- Thorough understanding of the Ontario Building Code, Ontario Fire Code, Canadian Standards Association (CSA), National Fire Protection Association (NFPA) Standards, Occupational Health & Safety Act and other relevant applicable legislation and laws related to the construction industry.
- Maintain inspection functions including risk assessment, issue Notices of Violation, Orders to Comply, Stop Work Order, and Occupancy Permits. Investigate major issues and complaints and facilitate resolution.
- Knowledge of subdivision/site plan development and planning processes, engineering principles and standards, and design and approval processes.
- The ability to promote a culture of inclusiveness and work with a diverse population of employees, contractors and the public.
- Possess strong communication skills and be able to effectively, professionally and courteously work with all levels of staff, contractors and the general public.
- Team oriented and possess strong conflict resolution skills.
- Demonstrated proficiency with information technology including Microsoft Office Suite and CAD and preferably experience using CityView and Bluebeam.
- Possess a valid class 'G' driver's license in good standing.
- Ability to complete a Criminal Record and Judicial Matters Check upon hire.

This position offers a salary range of \$126,839 to \$154,173 (2025 rates) working 35 hours per week plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is March 26, 2025.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.