

## Chief Building Official

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The City of Port Colborne is a small, urban municipality with more than 20,000 residents located within the Regional Municipality of Niagara. As part of a region of nearly 500,000 people, Port Colborne has the charm of a small community but the strategic advantages of a large city. Situated along the picturesque Welland Canal, Port Colborne has found the perfect balance, with successful industrial and commercial sectors, comfortable and scenic residential areas, beautiful sandy beaches, unique culinary choices, the world-class Sugarloaf Marina, scenic trails, and vibrant shopping districts.

The City of Port Colborne is seeking a motivated self-starter to act as its Chief Building Official to guide the City through its upcoming expansion.

The Chief Building Official is responsible for enforcing the Building Code Act and regulations in accordance with provincial statutes and municipal by-laws. The Chief Building Official (CBO) manages all aspects of the Building and Bylaw Division from Building permit application intake, plan review, inspection and enforcement to ensure health and life safety requirements are met for new construction and renovations. The CBO will have an overall responsibility and statutory duties as defined under the Building Code Act.

The ideal candidate will have a 3-year College Diploma in Construction or Engineering Technology and CBO designation and fully qualified under Division C Part 3 of the OBC. They will have 5 years of experience in plans examination/building inspection or related service and 2 years of experience in management. Thorough knowledge of the Ontario Building Code (OBC) and the Ontario Fire Code (OFC) and familiarity with Canadian Standards Association (CSA) and National Fire Protection Association (NFPA) Standards is required. The ideal candidate will have excellent written and verbal communication skills and have experience communicating with Council and external partners in a professional and tactful manner.

**To view the full Position Profile and learn more, please [visit the Legacy Partners website](#).**

If you wish to be considered for the role, please email your cover letter and resume in PDF format to **Shelly Zevlever** at [careers@lesp.ca](mailto:careers@lesp.ca) by **April 10<sup>th</sup>, 2025**.

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

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Thank you once again for your interest.

*Legacy Partners and the City of Port Colborne are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.*