

The Municipality of Grey Highlands invites applications for:
Building Official – Building Services
Permanent, Full-Time (37.5 hours/week)
\$39.18 - \$45.84/hour

Join our team of dedicated and professional staff, and experience a collaborative, supportive work environment where your efforts are appreciated, and your growth valued. You will have the unique opportunity to work with some truly inspirational community leaders and collaborate with colleagues to accomplish organizational objectives, shaping the future of Grey Highlands together. If you are ready to immerse yourself in an enriching, fast-paced role and contribute to the continuing development of Grey Highlands, we are eager to hear from you.

Due to a vacancy, the Municipality of Grey Highlands is receiving applications to fill the position of one (1) Building Official. Reporting to the Chief Building Official.

What we offer:

- Employer-paid benefits package (extended health and dental care), including life insurance and an Employee Assistance Program
- Contributory Pension Plan (OMERS) eligibility for all employees
- Paid vacation days and personal days
- Training and Development Opportunities
- The Municipality of Grey Highlands is dedicated to promoting diversity, equity, inclusion, and belonging in the workplace. We celebrate and welcome the diversity of all employees.

What you will do:

Reporting to the Chief Building Official or their delegate, as part of the Building Services Department, the successful candidate will perform duties in accordance with departmental and corporate work plans and priorities, including but not limited to the following:

- Provide a high standard of customer service while performing a variety of inspections, advisory and enforcement services pertaining to the legislative role as per the Building Code Act and operate within the provisions of the established code of conduct
- Review and evaluate building plans and proposals with respect to the Ontario Building Code
- Identify potential conflicts and participate in solutions
- Perform all statutory and operational requirements of a Building Official
- Control and issue orders including Order to Comply, Orders to Uncover, orders respecting the use and occupancy of a building
- Issue Provincial Offenses when required
- Provide advice and technical expertise for the preparation of by-laws and policies
- Stay current with changes to legislation for building related matters
- Perform additional duties and undertake special projects as assigned

What the ideal candidate will possess:

- Must have successfully completed a relevant diploma from a recognized post-secondary institution or equivalent in construction related studies with formal training in administering the Ontario Building Code
- Minimal successful completion of and registered qualifications in categories under the Ministry of Municipal Affairs and Housing including Legal and House.
- A willingness to complete and register qualifications in all categories under the Municipal Affairs and Housing.
- A CBCO accreditation is considered an asset
- Possess good clerical experience and computer skills along with excellent organizational, interpersonal and public relations skills

- Minimum 1-year related experience.

Responsible, as an employee, for health & safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:

- Working safely within the law and safe work practices/procedures (understanding and following standard operating procedures, wearing personal protective equipment, using MSDS information, ensuring all guards are in place)
- Immediately reporting unsafe acts, conditions, or contraventions of the OHSA to a supervisor, the JHSC, or a Health & Safety representative.
- Maintaining a clean, orderly work area.

What we will require:

- A Police Criminal Record Check satisfactory to the Municipality
- Proof of your current and valid certificate(s), licenses and/or educational qualifications, if applicable
- Three valid references for a background check

Training and development of employees is essential to the success of the Municipality. Grey Highlands supports the attainment of the CBCO accreditation. Candidates for the above position are invited to submit resumes, preferably by e-mail, referencing **"Building Official" prior to 3:00 PM on Tuesday, May 20, 2025** to Jackie Groves, Human Resources Coordinator, 206 Toronto St. South, PO Box 409, Markdale, ON N0C 1H0 careers@greyhighlands.ca

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted. For more information, please visit greyhighlands.ca