

## The Corporation of the Township Of Norwich

### Employment Opportunity – Full-Time Position

#### Chief Building Official / Director of Building Services



The Township of Norwich, with a population of 11,367 is one of five rural Townships within the County of Oxford. The Township is currently seeking a self-motivated, highly organized individual for the full-time position of Chief Building Official / Director of Building Services. The Chief Building Official provides leadership for the administration of building and drainage services for the Township, and acts as a member of the Township's Leadership Team. The position manages all aspects of the Building Services department, including permits and inspections for new construction, alterations, additions, renovations, plumbing, and septic services in accordance with provincial legislation and local by-laws, and supervises the Drainage Superintendent and other aspects in relation to drainage

The position is based on a 35-hour work week. The salary range for this position is \$114,470 to \$133,914. A comprehensive benefits package is also included.

#### SKILLS AND QUALIFICATIONS:

- Post-secondary degree or advanced diploma in Engineering or Architectural Sciences, Architectural/Engineering Technology or Construction Engineering Technology, or an equivalent combination of education and relevant work experience.
- Minimum five (5) years' experience in building construction inspection and management positions
- Must be a member of the Ontario Building Official Association with current BCIN and CBCO designation. Qualified and registered (BCIN) in the following categories as defined under Division C, Part 3 of the OBC: Legal CBO, Plumbing All Buildings, On Site Sewage Systems, Large Buildings, Complex Buildings, Building Services and Building Structural.
- Thorough working knowledge of Ontario Building Code Act, Ontario Building Code, Ontario Plumbing Code, Ontario Fire Code, Property Standards By-law, Official Plan, Zoning By-law and any other applicable Municipal, Provincial and Federal legislation
- Ability to read and understand plans, blueprints and building construction drawings, including grading and drainage plans.
- Excellent leadership, interpersonal, organizational and communication skills.
- Ability to exercise sound independent judgment within general legislative and policy guidelines.
- Ability to prepare clear, concise and competent reports, correspondence, and other written materials, as well as present to Council.
- Advanced proficiency in Microsoft365, internet and web-based applications, with experience in Cloudpermit is preferred.
- Must possess and maintain a valid Class "G" Driver's license.

A detailed job description can be found on our website at: [www.norwich.ca](http://www.norwich.ca)

Applicants are invited to submit their cover letter/resume indicating how they meet the minimum qualifications by **4:00 p.m., Wednesday, May 28<sup>th</sup>, 2025**, to:

Mary Winegarden, Human Resources Coordinator  
Township of Norwich, 285767 Airport Road, Norwich, ON N0J 1P0  
519-667-2000, Ext. 7616, E-Mail: [mwinegarden@norwich.ca](mailto:mwinegarden@norwich.ca)

The personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. The Township of Norwich is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities (AODA), upon advance notice of specific accommodation required.