

CHIEF BUILDING OFFICIAL

Reference Number: 2025-011

Position Type: Permanent, Full-Time

Are you ready to jump right in the action? The **Municipality of Casselman**, a vibrant francophone community located 40 km east of Ottawa, is experiencing significant residential and commercial growth. To support this momentum, we are seeking a **Chief Building Official** who is ready to take on a key leadership role within our organization.

Reporting to the Chief Administrative Officer, the successful candidate acts as the municipality's **Chief Building Official**, ensuring that all construction, demolition, and renovation work complies with the **Ontario Building Code**, municipal Bylaws, and all relevant legislation. The position includes oversight of inspections, team leadership, and a strong focus on service improvement.

WHAT WE OFFER:

- Competitive salary between **\$103,479 and \$119,032**, based on experience
- Comprehensive **group benefits plan**
- **OMERS pension plan** participation
- **Municipal vehicle** provided for work-related travel during business hours
- A **stimulating, dynamic, and collaborative** work environment
- **Flexible work hours**, according to service needs
- The opportunity to **shape a vital service** during a time of growth

KEY RESPONSIBILITIES:

- Manage the complete building permit process
- Conduct or oversee technical inspections and ensure follow-up on non-compliance
- Enforce and interpret building regulations and provincial standards
- Develop and monitor the departmental budget
- Represent the municipality in legal matters, committees, and public consultations
- Supervise, motivate, and evaluate staff under your leadership
- Act as a **technical advisor** to Council and senior management

WHAT WE'RE LOOKING FOR:

Education and Qualifications:

- Post-secondary diploma in **Construction Engineering, Architecture, Building Technology**, or a related field
- Qualified and registered with the **Ministry of Municipal Affairs and Housing**, in accordance with the **Building Code Act**
- Member or eligible for membership with the **Ontario Building Officials Association (OBOA)**, CBCO designation or equivalent (an asset)
- Valid **Class G driver's license**

Experience and Skills:

- Minimum **7 to 10 years** of relevant experience in building inspection, project supervision, or construction project management, ideally in a municipal setting
- Strong knowledge of **technical drawings** (architectural, structural, mechanical, etc.)
- Working knowledge of **provincial legislation** related to construction, fire prevention, the environment, and provincial offences
- Proven **leadership**, excellent organizational skills, and professional integrity
- Strong abilities in **communication, conflict resolution, budget planning, and public relations**
- **Bilingualism (French and English)** is required, both spoken and written

APPLICATION DEADLINE: JUNE 6, 2025 at 3pm.

The Municipality of Casselman is committed to the principles of **employment equity**. We thank all applicants for their interest. However, only those selected for an interview will be contacted. A **criminal record check** will be required prior to employment.

A copy of the detailed job profile is available upon request. Please contact us at rh-hr@casselman.ca if you would like to receive it.

Apply at <https://www.casselman.ca/en/my-municipality/administration/careers>