



## **City of Stratford**

### **Municipal Building Official II – 18 Month Contract**

**Job Posting#: B2025-005**

**Status: Temporary, Full Time**

**Union/Non-union: CUPE 1385**

**Date Posted: May 28, 2025**

**Annual Salary: \$79,654.84 - \$84,739.20**

**Closing Deadline: June 13, 2025.**

**Department/Division: Building & Planning Services**

**Location: On-Site (Stratford, ON)**

**Duties:** Reporting to the Chief Building Official. The MBO II position is responsible for the administration and enforcement of all statutes and code applying to building structures and their occupancy.

**Work Performed:**

- Administers and enforces Ontario Building Code, Act, Regulations and related By-laws.
- Examines plans, drawings and site layouts for new construction. Assesses that the design, materials, workmanship and safety devices comply with By-laws, regulations and codes.
- Conducts inspections and completes regulatory work involving all types of HVAC, plumbing, hydronic heating, sites services, drain and tile installations and building installations.
- Identifies and reports on building defects, and other threats to safety, and writes citations or stop work in progress.
- Prepares evidence for committees, tribunals, and court proceedings.
- Responds to questions and complaints regarding codes and regulations, inspection schedules, inspection results and code compliance requirements.
- Confers with and provides information to developers, engineers, architects, property owners, contractors and others regarding code requirements and alternatives; resolves complaints and problems.
- Maintains construction / building inspection files and logs; prepares reports, correspondence and requests for progress payments.

- Refers special and/or unusual situations to the Chief Building Official or the manager for direction.
- Assists in maintaining a safe working environment.
- Performs other related duties as assigned.

**Qualifications:**

- Community, college Diploma (3 years) in Construction Engineering, Civil Engineering, Architectural, Mechanical Technology or equivalent education.
- 6-12 Months related professional work experience.
- Valid Driver's License (Class G).

**Specialized Skills, Abilities, Training, License, Memberships, or Certifications**

- Ability to complete and maintain all mandatory professional qualifications and designations as set out in the Ontario Building Code.
- Must possess or be eligible for membership in the Ontario Building Officials Association.

**Applications will be received until June 13, 2025 at 4:30 pm.**

The City of Stratford is committed to building a culture where difference is valued. The more inclusive we are, the better our work will be on behalf of the community we serve. We are committed to continuously improving our systems, policies and practices to remove barriers, promote respect and ensure our employees, in all their diversity, can succeed. We encourage and welcome qualified applicants with a diverse range of perspectives, skills and lived experiences to apply.

**Accommodations** are available for people with disabilities throughout all stages of the recruitment process. Applicants should make their needs known in advance.

While we appreciate all applications received, only those selected for an interview will be contacted.

Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 336.

**Human Resources Department**

City Hall, P.O. Box 818  
Stratford, ON N5A 6W1