



## **Job Posting**

### **Director of Building and Planning/Chief Building Official**

**Type:** Permanent Full-Time, Non-Union – Open Vacancy

**Salary:** \$110,085.04 to \$129,403.04 annually and a Competitive Benefits Package

**Hours of work:** 40 hours per week, Monday to Friday

**Department:** Building and Planning Department

The Municipality of Trent Lakes is accepting applications for the position of Director of Building and Planning/Chief Building Official. The successful applicant will be responsible to perform all statutory duties of a Chief Building Official/Inspector in accordance with the Ontario Building Code Act and various other Acts and legislation. This is a key leadership role, responsible for shaping development and planning within the municipality while ensuring the safety and compliance of all construction activities.

#### **Qualifications:**

- Diploma or Degree in Architectural or Civil Engineering Technology or equivalent.
- Five years minimum working experience as a Building Official, three of which involve supervisory responsibilities.
- 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, HVAC, On Site Sewage Systems, Small Buildings, Large Buildings, Complex Buildings, Building Services and Building Structural.
- Excellent leadership, interpersonal, organizational and communication skills.
- Thorough working knowledge of the 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.
- 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 preferred.

- Knowledge and experience in proper investigative techniques, construction techniques and best practices, reporting procedures, plan examination, field inspection and enforcement.
- Proven ability to lead a multidisciplinary team and foster a culture of collaboration, accountability, and continuous improvement.
- Experience working with elected officials, stakeholders, and community members is considered an asset.
- Working knowledge of the Occupational Health and Safety Act.
- Member in good standing with the Ontario Building Officials Association (OBOA).
- Must be familiar with the Livestock, Poultry and Honey Bee Protection Act.
- Must have, and maintain, a valid class “G” driver’s license with a clean driver abstract.

The full job description is available at <https://www.trentlakes.ca/government/careers-and-volunteering/>.

Let us know why you would be an excellent team member by submitting your application. Applications must be clearly marked “Director of Building and Planning/Chief Building Official” and will be received in confidence no later than 4:00 p.m., Friday, July 18<sup>th</sup>, 2025. Please submit your resume to the Human Resources Coordinator, Municipality of Trent Lakes, 760 Peterborough County Road 36, Trent Lakes, Ontario K0M 1A0. E-mail submissions are acceptable at [hr@trentlakes.ca](mailto:hr@trentlakes.ca).

The Municipality is committed to an inclusive and barrier-free employment practices and to creating a workplace that reflects and supports diversity of the community we serve. Accommodations will be provided throughout the recruitment process where required. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.

### Why Join Trent Lakes?

As a valued member of our team, you'll enjoy a collaborative workplace culture, opportunities for professional growth, and the chance to make a meaningful impact on how our community develops and thrives.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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