

Deputy Chief Building Official and By-law Enforcement Officer

Full-Time Position (40 hrs/week)

A unique career opportunity awaits in the beautiful Township of North Kawartha, Ontario. As part of the Kawartha Lakes tourism area north of Peterborough, this scenic location offers all the quality-of-life benefits of a small town, while being less than two hours from the Greater Toronto Area. The Township is comprised of the communities of Apsley, Big Cedar, Glen Alda, Woodview, Stonyridge, Mt. Julian, and Burleigh Falls.

Reporting to the Chief Building Official, the Deputy Chief Building Official and By-law Enforcement position is responsible for conducting plan reviews, inspections and investigations to ensure compliance with the Building Code Act and applicable law. The incumbent responds to related inquiries and supports the Chief Building Official in enforcing municipal by-laws. In the absence of the Chief Building Official, this position will assume his/her duties and responsibilities.

Specific Responsibilities

- Enforce Provincial Statutes and Regulations under the Ontario Building Code and all other laws as they apply.
- Enforce the provisions of the Comprehensive Zoning By-Law as they apply to the use and occupancy of any building or piece of land.
- Respond to inquiries from realtors, lawyers, ratepayers, contractors, designers, and the public related to building permit applications and building plans to ensure compliance with the Ontario Building Code, Municipal Zoning By-Law and other applicable laws.
- Prepare and issue non-compliance and infraction notifications, building permits and orders of compliance as required by the Chief Building Official.
- Provide interpretation and enforcement of Ontario Building Code and Municipal By-Laws as requested by the Chief Building Official.
- Assist in the preparation of and make recommendations for various by-laws of the municipality prior to approval by Council. Prepare staff reports, site plans and miscellaneous agreements for Council as directed.
- Assist in the completion building permit applications and related fee collections.
- Provide technical assistance and inspection for building construction projects.
- Conduct site inspections to ensure compliance with approved building plans.
- Ensure that all relevant inspections, orders or notices are executed.
- Author inspection reports to document findings from each inspection.

- Assist the Chief Building Official in preparation of cost estimates, tenders, quotations and proposal documentation.
- Maintain and produce documentation such as forms, records and reports for Council.
- Attend meetings as required by the Chief Building Official, including court proceedings and Council meetings.
- Ensure the security and confidentiality of all records and personal information under the control of the Corporation of the Township of North Kawartha in accordance with legislation, record retention policies and Municipal Freedom of Information and Protection of Privacy Act.
- Participate in all aspects of the Occupational Health and Safety Act, and knowledge of municipal policies.
- Assume duties outlined in the IMS-based Emergency Plan, which may require work outside of usual office hours.
- Pursue on-going professional development associated with professional qualifications to ensure most current knowledge of legislation and changing building practices and materials.

Skills and Competencies:

- Ability to interpret and apply policy and legislation
- Ability to read and understand blueprints and construction documents
- Strong decision-making and problem-solving ability
- Excellent oral and written communication skills
- Excellent management and public relations skill
- Presentation skills and ability to speak effectively in front of a group
- Research and analytical ability
- Sense of collaboration and ability to work in a team environment
- Time management and ability to work under deadlines
- Ability to perform and understand basic mathematical calculations
- Ability to deal with frequent interruptions and competing priorities.

Knowledge, Training and Qualifications:

- Post-secondary education in Architectural or Construction Technology or a related discipline.
- Municipal By-Law Certificate or equivalent experience.
- Minimum three years' experience in municipal environment.
- Qualifications in 12 categories and CBO Legal through the Ministry of Municipal Affairs and Housing.

- Certified Building Code Official Designation, Ontario Property Standards Officer Certification and Municipal Law Enforcement Officer Certification is preferred.
- Working at Heights Training.
- Knowledge and understanding of the Ontario Building Code Act, Planning Act, Municipal Act, Ontario Fire Code, Official Plan, Places to Grow Act, Provincial Policy Statement, Property Standards By-Law and other related policies and legislation.
- Knowledge of Municipality's by-laws and complaint process.
- Knowledge and experience using a wide range of computer programs such as: MS Office 365 (Word, Outlook, Excel, Access, PowerPoint), GIS, Accounting software, Cloudpermit, and Keystone Complete.
- Valid Class 'G' driver license.
- Pleasure Craft Operators Card
- In accordance with Township policy, this position requires that you provide a Criminal Record Check that is acceptable to the Township.
- Thorough knowledge of safety procedures, and the Occupational Health & Safety Act including construction regulations, department health and safety procedures and municipal Health & Safety policies.

The current annual salary range for this full-time position based on a 40 hour work week is \$84,531 to \$100,922 and includes a competitive benefit package and OMERS membership. Less qualified candidates may be considered for a Building Inspector/By-law Enforcement Officer position, which may lead to advancement to the Deputy Chief Building Official/By-law Enforcement Officer position.

To support our community, The Township is currently seeking qualified applicants for the Deputy Chief Building Official/By-law Enforcement Officer position (please clearly identify Deputy Chief Building Official in your application and include your resume information and cover letter):

Applications can be submitted by e-mail to employment@northkawartha.ca .

Alternatively, they can be dropped off or mailed to:

Attn. Alana Solman, CAO
 Township of North Kawartha
 P.O. Box 550, 280 Burleigh Street
 Apsley, ON K0L 1A0

The deadline for submission is midnight on Sunday, September 28, 2025.