

Job Posting #: 2025-35**Job Title: Chief Building Official**

Department: Development Services

Reports To: Director, Development Services

Directly Supervises: Deputy Chief Building Official, Building Inspectors, Permit Administrator

Status: Full-time, Permanent

Hours per Week: 35

Salary: \$93,599.69 - \$113,741.63

Application Due Date: October 15, 2025

Position Summary

This position is responsible for the administration and enforcement of the Ontario Building Code Act and Regulations, relevant statutes and municipal bylaws, issuance and inspection of building permits, supervision and coordination of the building division staff and activities and the preparation and monitoring of the annual divisional budget.

Role Specific Duties and Responsibilities

1. Supervise building division staff including performance evaluations, assessing training and development needs and authorization, discipline, health and safety, promotion/transfer/termination decisions; review and recommend staffing requirements and participate in the hiring process, as required.
2. Administer and provide interpretation of the Building Code Act, Regulations and other regulatory standard, and municipal by-laws including property standards, structures, swimming pool and its enclosure, weeds, etc.
3. Provide enforcement of: a) the Building Code Act by initiating charges through the Provincial Court system; coordinate in consultation with legal counsel, the municipality's position and attend court to provide evidence or expert witness testimony at Court, attend discovery and/or mediation hearings in relation to building or zoning matters as required; and b) municipal zoning and property standard by-laws, in partnership with Planning and By-law services.
4. Manage/oversee the day-to-day activities and responsibilities of the Building Division to ensure a timely and efficient service delivery that includes the review, issuance and inspection of permit applications for residential, commercial, industrial and institutional projects related to buildings, structures, public safety, fire protection, structural sufficiency and plumbing; generate inspection, statistical reports and property compliance letters; issue relevant orders/notices, i.e., order to comply, stop work orders, notices of violation, etc.
5. Support Planning Services efforts in administration and implementation of the Planning Act, including Zoning as other applicable law; authorize building compliance letters; approve building comments on planning applications and

site plans; participate in the development review team and process with respect to Building Code matters, as required.

6. Maintain departmental policies and procedures, service levels and administrative processes; and update statistical information and property databases.
7. Coordinate, prepare, review and recommend building division's annual capital and operating budgets, forecast any potential funding sources; monitor and administer approved budgets and report on same; authorize payment of accounts; develop, review and revise building permit fees, as required.
8. Make presentations and provide advice/guidance/interpretation on building issues and strategies, on new or impending legislation.
9. Ensure the provision of a high standard of customer service while responding to public/staff enquiries and/or the resolution of complaints/concerns regarding building matters, including providing interpretations of municipal building policies and objectives.
10. Prepare reports, make recommendations/presentations and attend Council/Committee, Senior Management, community group, public and/or other meetings, as required.

General Duties and Accountabilities (All Municipal Roles)

1. Maintain exemplary professionalism, objectivity, and adherence to all applicable codes of conduct and standards of practice. Model and mentor same for Building Services staff.
2. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
3. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
4. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

- Certified Building Code Official (CBCO) designation through the Ontario Building Officials Association (OBOA) required.
- Completion of the following technical and legal training through the Ministry of Municipal Affairs and Housing to obtain BCIN certification: Powers and Duties of a CBO, General Legal/Process, Building Services, Building Structural, Complex Buildings, Detection, Lighting and Power, HVAC – House, Large Buildings, On-site Sewage Systems, Plumbing – All Buildings, Small Buildings.

- Valid Class 'G' Driver's Licence in good standing and a reliable vehicle for corporate business.

Education, Skills and Experience

- Diploma in Architectural or Engineering Technology with a minimum of five (5) years of progressive management experience in a municipal building environment, or an equivalent combination.
- Membership in the Ontario Building Officials Association (OBOA).
- Experience administering and interpreting municipal zoning by-laws and Official Plan.
- Thorough working knowledge of applicable Acts/Regulations/Standards/Legislation, i.e., Occupational Health & Safety Act and Ontario Building Code Act;
- Ability to interpret detailed blueprints/drawings and specifications.
- Ability to physically perform on-site building inspections.
- Thorough working knowledge of Microsoft Windows and Office applications and building specific software (City View, Keystone).
- Excellent communication (written, oral and interpersonal), analytical, problem-solving, organizational, public relations, customer service, report-writing, time management, leadership and supervisory skills.

Physical Demands and Working Conditions

- Physical demand requires plans examination and computer work concentration, visual observations for code compliance and personal safety on job sites for building inspections. Physical dexterity required for crawling/climbing into excavations, crawl spaces, roof spaces, ascending ladders and temporary ramps/stairs, and walking over rough terrain.
- Working conditions vary between a standard office environment to conducting field inspections; exposure to inclement weather conditions, mud, dirt, noise, insulation particles and dust; and exposure to written and verbal criticism/abuse from the public and phone/counter interruptions.
- Normal hours of work are 35 hours per week with some evening and/or weekend attendance required to attend Council, Committee and other meetings.
- Regular hours of work are Monday to Friday 8:30 am to 4:30 pm.

Contacts and Interactions

- Communicates and/or liaises with staff, Mayor and Council, architects, engineers, lawyers, fire department, MOE, MTO, Building Officials, Ministry of Housing, contractors and trades, Ontario Building Officials Association,

building industry professionals, construction product suppliers, real-estate agents, and the public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2025-35 by October 15, 2025, to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

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

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.