



The Municipal Corporation of the Town of Kearney
is seeking a
Chief Building Official/Facilities Manager

Affectionately known as “Ontario’s Biggest Little Town,” Kearney is a hidden gem on the rise. Nestled at the southern tip of Parry Sound District and just above Muskoka, our town is a short hop from the Highway 11 corridor—making it both accessible and idyllic. With a charming Main Street, sparkling lakes, and a strong sense of community, Kearney is quickly becoming a four-season destination for nature lovers, families, and entrepreneurs alike.

We’re looking for a dynamic and detail-oriented professional to take on a dual role that blends technical expertise with operational leadership. If you love solving problems, working with people, and keeping things running smoothly—this might be your perfect fit. Be part of a growing town with big dreams and a tight-knit community. Enjoy a diverse role that keeps your days interesting and impactful. Work in a scenic environment where nature and progress go hand in hand. Help shape the future of Kearney’s infrastructure and community spaces.

As the Chief Building Official (CBO) you will:

- Enforce the Ontario Building Code Act and municipal by-laws.
- Review building permit applications and construction plans.
- Conduct inspections and ensure compliance with regulations.
- Investigate complaints and provide technical guidance.
- Maintain records, prepare reports, and liaise with provincial agencies, legal counsel, and contractors.

As the Facilities Manager you will:

- Oversee the maintenance and operations of all municipal buildings and recreational sites.
- Develop preventative maintenance schedules and long-term capital plans.
- Manage contracts, procurement, and emergency repairs.
- Ensure regulatory compliance and monitor facility budgets.
- Support strategic planning for infrastructure and community spaces.

View the full job description and qualifications at www.townofkearney.ca/employment-opportunities/.

Please submit your covering letter and resume
Before 2:00 p.m. on Wednesday November 12, 2025
By e-mail with a subject line of Chief Building Official/Facilities Manager to
nicole.gourlay@townofkearney.ca

Or drop off a hard copy in a sealed envelope clearly marked “Chief Building Official/Facilities Manager” to the office at 8 Main Street Kearney ON P0A 1M0

We will be conducting rolling interviews for this position, and thank all applicants, but only those candidates selected for an interview will be contacted. The Town of Kearney is an equal opportunity employer.

Any personal information provided will be used for candidate selection only and is collected under the authority of the Municipal Act, 2001.