



Job Posting

Job Title:	Deputy Chief Building Official
Department:	Planning and Development
Reports to:	Manager of Building Services, Chief Building Official
Rate of Pay:	\$106,187.31 - \$119,945.97 per year
Posting Date:	November 6, 2025
Posting Deadline:	November 21, 2025

Summary

The Deputy Chief Building Official (DCBO) supports the Chief Building Official (CBO) in all aspects of the Town of LaSalle's Building Division. This includes responsibilities such as plans examination, building and plumbing inspections, and the issuance of permits in accordance with the Ontario Building Code, the Town's Building By-law, and other applicable legislation.

In addition to acting as the CBO during their absence, the DCBO plays a key leadership role by mentoring and guiding the Building Division's technical team. This includes overseeing the processing of building permits and the coordination of inspection services to ensure efficient and compliant operations.

Primary Duties and Responsibilities

1. Provide strategic leadership and management of the Building Services division to ensure delivery of Corporate and operational objectives.
2. Enforce statutory responsibilities in the capacity of Deputy Chief Building Official for the municipality as the provincially legislated and Council appointed authority having jurisdiction.
3. Assume responsibility and liability in making decisions respecting the issuance of building permits, violation and maintenance inspections, prosecutions of violations, declaring a building unsafe, and prohibition of occupancy or use of unsafe buildings.
4. Manage compliance with the Ontario Building Code Act, municipal by-laws, and other governing authorities to ensure timely completion of all inspections, review of plans, orders, notices and issuance of permits
5. Respond to public inquiries, undertake dispute resolution, represent the Corporation in all building-related legal matters, and consult with contractors and developers

6. Coordinate and oversee the enforcement of the Building Code Act, municipal bylaws, and associated regulations for the Town
7. Research, review and analyze the effectiveness and efficiency of existing processes and procedures to ensure compliance with the structural, fire safety and health requirements of the Building Code, good engineering practice and conformance with zoning by-law, municipal By-law and other applicable laws and develop strategies for enhancing these processes and procedures.
8. Provide expert witness testimony at provincial court on building code matters, and/or zoning by-law contraventions and other tribunals as directed by appropriate legislation
9. Provide assistance in the community with building inspections and plan review as needed
10. Conduct field inspections and coordinate enforcement actions needed to ensure that Ontario Building Code requirements and OMAFRA livestock regulations are being met, as well as other required building inspections are completed as necessary
11. Provide guidance and expertise to the inspection team relating to technically challenging inspection situations and problematic construction sites to ensure compliance with the Building Code Act & Ontario Building Code. Provide recommendations to staff for remedial measures where the safety of existing buildings is deficient.
12. In the absence of the CBO, the DCBO will assume and execute all duties and responsibility of the CBO according to the Building Code Act and regulations
13. Issue tickets in accordance with the Provincial Offenses Act. Attend court proceedings to represent the Township when required.
14. Manage divisional health and safety program
15. Provide guidance and support to direct reports
16. Monitor and approve employee scheduling
17. Prioritize divisional activities in order to meet established deadlines
18. Monitor and coordinate staff training
19. Assist with the recommendation of one collective agreement
20. All other duties as assigned

Qualifications

- Three (3) year Architectural Technology Diploma, or equivalent
- Certified Building Code Official (CBCO) designation
- Ministry of Municipal Affairs and Housing Building Code Identification Number (BCIN) and have successfully acquired the following:
 - General Legal
 - Small Buildings
 - Plumbing – all Buildings
 - Building Services
 - Large Buildings
- A member of good standing with the Ontario Building Officials Association
- Minimum of five (5) years of experience working in a municipal setting
- Extensive knowledge of the Ontario Building Code Act, National Building Code, the Nutrient Management Act, Environmental Protection Act, and all assigned applicable laws to the Building Code of Ontario, both federal and provincial, as amended from time to time
- Extensive knowledge of construction techniques and best practices. The education and ability to read and determine code and structural compliance of architectural drawings submitted for Building Permits.

- Excellent analytical, organizational, project management, and problem-solving skills
- Strong interpersonal and public relations skills
- Strong verbal and written communication skills
- Strong team building skills
- Excellent knowledge of Microsoft Office (Word, Excel, Outlook)
- Hold and maintain a valid Class “G” driver’s license

Qualifications Considered Assets

- A university degree in Engineering, Architecture or similar discipline
- Experience in a supervisory role
- Ministry of Municipal Affairs and Housing Building Code Identification Number (BCIN) and have successfully acquired the following:
 - Complex Buildings
 - Part 8 – Septic
 - Fire Protection
 - Power and Duties of a CBO
- Proficiency in City Wide and Blue Beam software
- Working knowledge of provincial & municipal legislation including the Planning Act and the Zoning Bylaw
- Previous experience in preparing information for, and appearing to testify as an expert in the field of building inspections and at hearings and tribunals such as the Ontario Municipal Board, Building Code Commission and Provincial Court
- Ability to draft reports and present those reports to council and/or committees

Working Conditions

- Duties shall be performed both indoors and outdoors in all weather conditions
- Periodic exposure to varying levels of heat and/or cold and dusty/dirty conditions at inspection sites
- The majority of this position’s time is spent assisting with building permit applications, conducting plans reviews, liaising with internal departments, attending site visits related to complaints and performing administrative duties. These tasks support the consistent productivity and management of all building permit files
- Safety equipment as required (i.e., safety shoes, glasses/goggles, hearing protection, etc.)
- Manual dexterity to use desktop computer and peripherals
- Operation of motor vehicle

Hours of Work

- Primary hours of work are Monday to Friday (35 hours), day shift
- Attend after hours Council meetings and events may be required

Physical Requirements

- Physical work environment requiring extended periods of walking, standing, sitting, and driving

Leadership Responsibilities

- 3 FTE's

Application Process

Interested candidates are invited to submit their application through the career portal by visiting:
<https://www.lasalle.ca/town-hall/careers/>

We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of candidate selection. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.