



Employment Opportunity

Deputy Chief Building Official

The Township of Minden Hills is located in the heart of Haliburton County. With a permanent population of approximately 7,000 that grows significantly during the summer months, Minden Hills is considered the gateway to the Haliburton Highlands - where natural beauty meets vibrant community life. Surrounded by rivers, lakes, and trails, our township offers an exceptional quality of life for residents and visitors alike, with year-round opportunities to enjoy the outdoors, arts, culture, and community events.

Your Opportunity to Make a Difference

We are currently seeking a highly motivated and energetic professional to join our team as the Deputy Chief Building Official/Facilities Management Specialist (Deputy CBO).

Reporting to the Chief Building Official, the Deputy CBO provides proactive leadership and support to a team of building professionals. This position manages the interpretation and enforcement of the Ontario Building Code Act, Municipal Act, other applicable Provincial legislation, Municipal by-laws and all other applicable laws to ensure compliance. The Deputy CBO carries statutory responsibilities as defined under the Building Code Act.

In addition, the Deputy CBO heads up the management and strategic planning of municipal facilities and assets, supporting the Township's asset management initiatives and contributing to the long-term sustainability of Township infrastructure.

Minimum Qualifications:

- Completion of the qualification for a Chief Building Official under section 3.1 of the Ontario Building Code Act, 1992 Regulation 350/06 or any successor legislation is required.
- A minimum of three (3) years of experience in progressively responsible related positions in Building and By-Law Enforcement and exposure to municipal planning services and a minimum of one (1) year experience in the supervision of staff and the administration of employment policies, is required.
- Willingness and ability to obtain OBC qualifications in House, Small Buildings, Plumbing (all buildings).
- Certified Municipal Law Enforcement Officer (MLEO) designation is preferred.
- Proven excellent knowledge of building code and construction theory, techniques, best practices and principles.
- Excellent knowledge of related legislation, pertinent to building and construction and by-law enforcement including the Building Code Act, the Municipal Act, Municipal By-Laws, Technical Standard and Safety Act, OHSA, etc.
- Demonstrated ability in Facility Management, Building Systems Operations, building maintenance and operations.
- Demonstrated management, organizational and leadership ability.

- Proficiency and experience with Microsoft Office Suites and databases.
- Flexible, adaptive, and responsive to change.
- Possession of a valid 'G' Driver's License.

Preferred Qualifications:

- Municipal By-law Certification
- Building Portfolio Asset Management

This position involves a combination of office work and site visits that may require physical activity and exposure to varying weather conditions. Travel is required, and work may be performed outdoors.

To request a copy of the job description for this position, please email Human Resources at hr@mindenhills.ca.

The successful candidate will be required to provide, at their own expense, a Criminal Background Check (OPP or equivalent) and Driver's Abstract prior to final selection.

The salary range for this position is \$73,437.00 to \$86,249.80.

How to Apply:

Interested candidates are invited to submit a cover letter and resume by **12:00 noon on November 27, 2025**, to:

By Mail or In-person:

Deputy CBO
7 Milne Street, PO Box 359
Minden, ON
K0M 2K0

By Email:

To the Attention of: Shannon Prentice, Human Resources Coordinator hr@mindenhills.ca

We thank all who apply for this position; however, only those selected for an interview will be contacted. The Township of Minden Hills is an equal opportunity employer. Accommodation can be provided in all steps of the hiring process. For accommodation options and to ensure full and equal access during the recruitment and selection process, contact the Clerks Department. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the information gathered will be used solely for the purpose of job selection.