



RSM Building Consultants

www.rsmbuildingconsultants.com

About RSM Building Consultants

RSM Building Consultants is a trusted partner to municipalities across Ontario, providing expert building code consulting and Chief Building Official services. Our mission is to support safe, sustainable communities through collaboration, integrity, technical excellence and mentorship. We specialize in building department administration, plans examination, inspections, and enforcement, offering flexible solutions that help municipalities meet their regulatory responsibilities with confidence.

Chief Building Official Consultant

JOB OVERVIEW

Organization and Department

In this position, you will be working as part of our Chief Building Official services team, where you will be providing the knowledge and ability of a Chief Building Official to municipalities across Ontario.

Location and Hours

- We value flexible work arrangements that balance family commitments and productivity. This is a fully remote position with the option of attending the office in Cambridge Ontario, as necessary to connect with the RSM team.
- This position is 5 days a week/ Monday to Friday/ 35 hours a week/ Full time.
- On occasion, irregular work may occur outside of daytime hours for scheduled council meetings or conference booths etc.

Hiring Manager/ Supervisor

Devon Staley, Chief Building Official Services Manager

JOB SUMMARY

Are you an experienced building official that would like to support multiple municipalities across Ontario in a Chief Building Official role?

Ontario municipalities struggle to find qualified Chief Building Officials to oversee their building departments in times of short-term transitions, longer-term placements to support succession planning, or temporary coverage during vacations . This position provides flexible, on-demand support for any Chief Building Official duty, for any duration, and at multiple municipalities at once across the province.

In this position, you will work with our team of experienced Chief Building Officials, plans examiners and inspectors, municipal partners, and other industry professionals to provide leadership and mentorship, solve problems, and support the day-to-day operational needs of a building department within a municipality. Our Chief Building Official duties are performed on a virtual platform using web-based permitting and day to day virtual meetings or as needed for inspections.

Coupled with your comprehensive decision-making ability and strong critical thinking skills, this role draws on your vast knowledge and practical experience with the Building Code Act, the Ontario Building Code, municipal building department administration, enforcement process, onsite inspection and plans examination experience.

WORKING ENVIRONMENT

- Regularly interact with municipal leaders, professional designers, subcontractors, and learners, to provide essential support and knowledge.
- Embrace challenging deadlines with enthusiasm and adaptability in a dynamic fast paced work setting.
- Leverage your leadership skills, problem-solving abilities, independence, and self-motivation to excel in this role.
- You will be part of a supportive team-oriented department where collaboration and mutual respect are central to achieving our goals.

JOB RESPONSIBILITIES

Typical responsibilities in this position include:

- Technical oversight for OBC conformance on plans examination reviews from RSM and municipal plans examiners,
- Function as the chief building official for designated municipalities within the RSM portfolio,

- Interact effectively and courteously as needed on consultation with architects, engineers, property owners, and contractors about proposed development in various municipalities,
- Develop good working relationships with municipal employees, applicants, and the RSM team,
- Provide oversight on completion of applicable law, zoning, and other reviews prior to permit issuance,
- Issuance of permits, using the RSM ePortal, Bluebeam and Cloud Permit software systems,
- Mentoring municipal building officials by sharing technical expertise, coaching on decision-making, and fostering professional growth.
- Take part in regular meetings with municipal staff to ensure smooth operation of the building department,
- Maintain a running record of orders for municipalities, providing status updates and next steps,
- Close open permits for municipalities within the RSM portfolio.

Inspections

- Assist building inspectors with technical OBC requirements and problem-solving matters that may arise because of an inspection,
- As a back-up, provide virtual or onsite inspections to monitor for visual building code deficiencies, providing inspections reports to the site and municipality utilizing various inspection software programs.

Legal Matters

- Coordinate with the municipal and RSM inspectors on the issuance of orders,
- Follow up with inspectors on the issuance and compliance of orders,
- Work with the municipality if charges are to be laid for non-compliance,
- Prepare a legal brief and consult with the municipal prosecutor on setting of charges,
- Collaborate with the municipal prosecutor on preparation of part informations and summons to court,
- Oversee court proceedings.

Policy Matters

- Assist Manager of Chief Building Official Services with policy development,
- Assist Manager of Training Development with training opportunities,
- Assist Manager of Municipal Services with communications between municipalities and plans examiners.

SKILL REQUIREMENTS

Required:

- Proficiency in Office Software: Skilled in Microsoft Office Suite and administrative tools like Bluebeam, Cloud Permit, and other permitting software programs.
- Strong Organizational Skills: Ability to manage multiple tasks, maintain filing systems, and meet deadlines with attention to detail.
- Effective Communication: Excellent written and verbal communication skills to interact with staff, clients, and stakeholders professionally.
- Customer Service Excellence: Friendly and approachable, with the ability to resolve inquiries or complaints efficiently.
- Time Management: Demonstrated ability to prioritize tasks, manage schedules, and coordinate meetings or events in a fast-paced work environment,
- Technical Aptitude: Comfortable with troubleshooting basic IT issues and operating office equipment like printers and scanners.
- Confidentiality and Discretion: Handles sensitive information with professionalism and integrity.
- Team Collaboration: Works well in a virtual team environment, supporting colleagues and other departments as needed.
- Problem-Solving Abilities: Resourceful and adaptable, with strong decision-making skills to address challenges.
- Mentorship Ability: Skilled at coaching, guiding, and developing municipal staff and peers to enhance technical and leadership competencies

Relevant Experience and Certifications:

- 7+ years in a municipal environment in a Building Official role,
- Experience as a Chief Building Official,
- Ministry of Municipal Affairs and Housing all categories of qualifications, successful completion of CBO Legal exam.
- Certified Building Code Official (CBCO) an asset,

Preferred:

- Certified Municipal Manager (CMM any level and Building Executive) Ontario Municipal Managers Institute,
- Certificate or Diploma: Public Administration, Engineering or Design Field
- Working knowledge: Planning Act, Planning Processes, Zoning By-Law, Site Plan Approvals

COMPENSATION SUMMARY

- Hourly Wage \$54.95/hour (\$100,000/annually) to \$68.68 (\$125,000/annually) based on individual experience, a 35-hour work week, Monday to Friday.
- Benefits Package & Health Care Spending Account
- RRSP Program (under review)
- Work from Home Location
- Access to all RSM Building Consultants Workshops and Webinars for continuing education

HOW TO APPLY

Please email your cover letter and resume to:

info@rsmbuildingconsultants.com

by December 31, 2025.

We thank all applicants for their interest.

Only those being considered for an interview will be contacted.