

Job Posting 25-44

Deputy Chief Building Official

The Town of Cobourg is seeking a dynamic **Deputy Chief Building Official** to perform the legislated duties pursuant to the Building Code Act. This position will also assist the Chief Building Official to establish operational policies for the co-ordination and enforcement of the Ontario Building Code Act and the building code within the Town of Cobourg. It will also exercise powers and perform the other duties assigned to him or her under the Ontario Building Code Act and the building code. This position will be required to ensure the safety of the public by enforcing the provisions of municipal by-laws, the Ontario Building Code Act and the Ontario Building Code.

. The primary duties of this position include:

- In the absence of the Chief Building Official, the Deputy Chief Building Official will perform the statutory duties of the Chief Building Official in ensuring compliance with provisions pursuant to the Building Code Act and the Ontario Building Code.
- The Deputy Chief Building Official will also perform the core functions of the Building Department including plan examination, issuance of permits, inspections in the field, and enforcement of the Building Code Act.
- Under the guidance of the Chief Building Official the Deputy Chief Building Official will be required to assist with the preparation of with monthly reports.
- Ensure a high level of quality and timely customer service are employed at all times when responding to residents, elected officials, community groups and members of the development industry.
- Ensure the health and safety of the department including taking all reasonable care to ensure compliance with the Ontario Health and Safety Act and Regulations.
- Assist the Chief Building Official ensure the strategic and operational goals Town of Cobourg and of the Development Division are maintained.
- Review and present recommendations and opinions on existing and proposed policy and legislative documents, including Provincial policies/regulations, and various complex building applications to the Chief Building Official, Development Review Team, and Council.
- Prepare and attend as a witness at the Ontario Building Code Commission and other quasi-judicial tribunals, also Court Hearings on behalf of the Corporation if required.
- Provide advice to and exchange information with applicants, consultants, agencies, community groups and the public on building and construction matters.

Successful completion of post-secondary education (Diploma or Degree) in Architectural, Building Technology, Engineering/Technology, or equivalent would be an asset. In the absence of a Diploma/Degree, a combination of experience and education will also be considered. Minimum of three (3) years of professional, technical and supervisory/management experience in municipal building design, construction and development, including site supervisory and inspection functions is required. Qualified in the Building Code as prescribed by the Ministry of Municipal Affairs and Housing, with Ministry legal course at a minimum, and registered annually with the Ministry of Municipal Affairs and Housing and have a Building Code Identification Number (BCIN). They must have detailed knowledge and experience in building, development and construction, policy formulation & analysis, building and construction law, project & strategic management, and construction industry best practices. As well as a membership in the Ontario Building Officials Association (OBOA) is required.

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The successful candidate will possess exceptional leadership skills, is a team player and builds effective relationships with all levels of internal and external stakeholders, including staff, the public and Municipal Council. The successful candidate will have strong proven written/oral communication and conflict resolution skills with a strong customer service orientation to deal effectively and diplomatically with the public, staff, union executive, advisory committees, stakeholders, and public officials. Is able to work with a very high level of independence, prioritizing own work, identifying new initiatives/opportunities, improving departmental effectiveness and effectively manage multiple initiatives and projects at one time.

This position will require significant visual demands involving writing and reading reports, reviewing plans, and the use of computers. There will be frequent and ongoing exposure to political pressures, daily interruptions and employee relations issues. This individual will be required to interact with developers, builders, consultants and members of the public in emotionally charged, aggressive and/or mental health situations on jobsites and during by-law investigations sometimes involving Police. This position will often work under pressure with heavy workload and deadlines, and will be required to deal with difficult employee relations issues and other emotional situations. The successful candidate must possess a Class "G" driver's license in good standing, have access to a reliable vehicle for use on corporate business and be able to provide a current acceptable driver's abstract and a current acceptable vulnerable sector check.

WAGE:

The wage scale for this position is Non-Union Grade 7: \$93,730 – 109,645 annually.

For a detailed list of the position responsibilities and required qualifications please refer to the position description at www.cobourg.ca/jobs. Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than **December 24, 2025 4:00pm**. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.