

Opportunity

Reporting to the Director of Building/Bylaw Services, the Building Official is responsible for inspecting and enforcing the Building Code Act (BCA) and the Ontario Building Code (OBC) in accordance with provincial statutes and municipal by-laws. The Building Official will review and perform inspections to ensure regulations are met for new construction and renovation projects along with required enforcement in compliance with the BCA and the OBC.

Salary: 5 Step Pay Grid - \$41.73 - \$48.81/hour based on experience plus a competitive compensation package and OMERS Pension Plan
Closing Date: Monday, February 2, 2026
Start Date: Early to Mid-March
Classification: Non-union, Full-time/35 hours per week

Position Responsibilities

- Review plans, drawings, and site layouts and conduct on-site inspections for new constructions, building renovations, demolitions, septic systems and other proposed structures ensuring compliance with the Building Code Act, OBC and municipal by-laws.
- Enforce by-laws by explanation, mediations, compliance orders, penalties and if necessary legal action.
- Investigate construction activity to determine whether a permit is required pursuant to the BCA.
- Address inquiries and maintain effective liaison with the public, representatives of other departments, contractors, consultants, agencies, and governments.
- Comply with the Occupational Health and Safety Act and Township policies and procedures.
- Assist the Building Department in other capacities as needed.

Skills and Qualifications

- Education of a two-year Community College in a relevant technical program.
- Provincial qualifications as set out in the OBC and regulations specific to: General, Legal or Powers and Duties of a Building Official, House, Plumbing House, HVAC, and On-Site Sewage. All other qualifications considered an asset.
- Related experience in the construction industry, preferably in a municipal environment.
- Must participate, as required, in the Ministry of Housing training courses and qualifications and be current with all OBC changes.
- Experience demonstrating excellent writing skills, effective organizational, analytical, and interpersonal skills with the ability to exercise tact and sound judgement.
- Ability to read and interpret blueprints and related construction drawings.
- Proficient in abilities and knowledge using computer applications and related technology.
- Must possess a valid Class "G" Driver's License and a good driving record. Reliable vehicle (preferably AWD or 4 X 4) to conduct site inspections throughout the Township.



EMPLOYMENT OPPORTUNITY Building Official

Qualified applicants are invited to submit a resume to:

Township of Lake of Bays
Nicole Tye, Human Resources Department
1012 Dwight Beach Rd. Dwight, ON P0A 1H0
email: NTyeHR@lakeofbays.on.ca
Fax: 705-635-2132

The Township does not use AI for the review of applications received or during any part of the recruitment process.

The Township of Lake of Bays is an equal opportunity employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require disability-related accommodation to participate in the recruitment process, please advise the Human Resources Department as soon as possible.

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. We thank all applicants; however, only those selected for an interview will be contacted.