



The Corporation of the City of Brantford Building Services

requires

Municipal Building Official 3-5

Job ID# 2531

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment (within 200 km of the City of Brantford boundary). The City is committed to the professional development of our staff and invite you to come, grow with us!

Duties Municipal Building Official 3 to 5

Reporting to the Manager of Building Services, the Municipal Building Official is responsible for enforcement of the Building Code Act and the Ontario Building Code with a primary focus on field inspection of construction projects. The incumbent is responsible for issuing reports, letters, Building Code Act Orders as necessary. The MBO may be required to also review plans for OBC and zoning compliance and ensure development regulations are being met in accordance with all applicable legislation. This position works with other authoritative bodies, including the Brantford Fire Department, Ministry of Labour, Brantford Police Services, Brant County Health Unit, Technical Standards and Safety Authority, Electrical Safety Authority, Grand River Conservation Authority, Ministry of Transportation and others to assist in gaining compliance with various legislative requirements.

Additional Duties - Municipal Building Official 5

Additional duties for the MBO 5 position is responsible for enforcement of the Building Code Act and the Ontario Building Code through field inspection of industrial, commercial, institutional and large residential construction projects (Part 3). The incumbent is responsible for issuing reports, letters, Building Code Act Orders as necessary. The MBO 5 also reviews plans when required and ensures development regulations are being met in accordance with all applicable legislation. This position works with other authoritative bodies, including the Brantford Fire Department Ministry of Labour, Brantford Police Services, Brant County Health Unit, Technical Standards and Safety Authority, Electrical Safety Authority, Grand River Conservation Authority, Ministry of Transportation and others to assist in gaining compliance with various legislative requirements. The MBO 5 position includes providing guidance and assisting in the co-ordination of work for MBO1, MBO2, MBO3, MBO4 and students in the processing of building permit applications and inspection of buildings. This position may also provide departmental comments for various committees such as Committee of Adjustment and Development Review, as well as providing support and advice to the management team as required. This position is also responsible for attending meetings to provide interpretation of the zoning bylaw and the building code to architects, professional engineers, developers, and other City Departments as assigned.

QUALIFICATIONS

The successful candidate will be offered a Municipal Building Official 3, 4, or 5 position commensurate with their qualifications and experience. Employees will be able to automatically progress from MBO 3 through to MBO 4 and MBO 5 when the employee has met the experience and certification requirements of the next level MBO, and will be compensated accordingly, subject to the terms and conditions of the Collective Agreement and any other applicable agreement, policy, and/or legislation:

- MBO 3: \$44.47 - \$47.13
- MBO 4: \$48.39 - \$51.19
- MBO 5: \$52.10 - \$55.03

Candidates with the following qualifications may be considered for the MBO 5 position:

- Three-year community college diploma as a Construction or Architectural Technologist (or equivalent) OR a Plumbing
- Certificate of Qualification and a Backflow Testers Certificate from the O.W.W.A. Provincial
- qualifications from the Ministry of Municipal Affairs in:
 - General Legal
 - House
 - HVAC House
 - Small Buildings
 - Building Services
 - Building Structural
 - Large Buildings
 - Complex Buildings
- Minimum five years as a building official
- Knowledge and ability to interpret Codes, By-laws and working (construction) drawings, with an excellent understanding of the Building Code Act, Ontario Building Code, Ontario Fire Code and municipal by-laws. ACBCO designation is preferred
- A valid Ontario class "G" driver's license in good standing is required
- Proven written, verbal, and computer skills coupled with excellent customer service skills are essential
- Knowledge of a permit tracking system (AMANDA) is an asset
- Able to resolve complex problems
- related to inspections/plan examination Excellent interpersonal skills with the ability to work in a team environment
- Excellent customer service skills with the ability to handle conflict
- Knowledge of the Provincial Offences Act and the Occupational Health & Safety Act

Candidates with the following qualifications may be considered for the MBO 4 position:

- Three-year community college diploma as a Construction or Architectural Technologist (or equivalent) OR a Plumbing Certificate of Qualification and a Backflow Testers
- Certificate from the O.W.W.A. Provincial qualifications from the Ministry of Municipal Affairs in:
 - General Legal
 - House
 - HVAC House
 - Small Buildings
 - Building Services
 - Building Structural
- Minimum two years as a building official
- Knowledge and ability to interpret Codes, By-laws and working (construction) drawings, with an excellent understanding of the Building Code Act, Ontario Building Code, Ontario Fire Code and municipal by-laws. ACBCO designation is an asset
- A valid Ontario class "G" driver's license in good standing is required
- Proven written, verbal, and computer skills coupled with excellent customer service skills are essential
- Knowledge of a permit tracking system (AMANDA) is an asset
- Able to resolve complex problems related to inspections/plan examination Excellent interpersonal skills with the ability to work in a team environment
- Excellent customer service skills with the ability to handle conflict
- Knowledge of the Provincial Offences Act and the Occupational Health & Safety Act
- Must be able to perform the physical requirements of the job which includes walking, sitting and standing for extended periods of time, climbing, crawling and stooping as well as working remotely from a vehicle

Candidates with the following qualifications may be considered for the MBO 3 position:

- Three year community college diploma as a Construction or Architectural Technologist (or equivalent) OR for the duties of plumbing inspection a Plumbing Certificate of Qualification
- Provincial qualifications from the Ministry of Municipal Affairs in:
 - General Legal
 - House
 - HVAC House
- Entry level - previous building official experience is an asset
- Knowledge and ability to interpret Codes, By-laws and working (construction) drawings, with an excellent understanding of the Building Code Act, Ontario Building Code, Ontario Fire Code and municipal by-laws
- A valid Ontario class "G" driver's license in good standing is required
- Proven written, verbal, and computer skills coupled with excellent customer service skills are essential
- Knowledge of a permit tracking system (AMANDA) is an asset
- Able to resolve complex problems related to inspections/plan examination
- Excellent interpersonal skills with the ability to work in a team environment
- Excellent customer service skills with the ability to handle conflict
- Knowledge of the Provincial Offences Act and the Occupational Health & Safety Act
- Must be able to perform the physical requirements of the job which includes walking, sitting and standing for extended periods of time, climbing, crawling and stooping as well as working remotely from a vehicle

WAGE/SALARY RANGE: \$52.10 to \$55.03 per hour (based on a 35 hour work week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday, January 29, 2026, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.