



Job Title:	Deputy Chief Building Official (Full-Time 37.5 hrs per week)
Last Revised:	December 9, 2025
Department:	Building, By-law & Planning Department
Reports to:	Director of Building, By-law & Planning
Salary range:	\$84,816.42-\$99,734.51 (2025)

PURPOSE OF THE POSITION:

Under the direction of the Director of Building, By-law and Planning/Chief Building Official, the Deputy Chief Building Official/Building Inspector will contribute to the safety and well-being of the residents and visitors to the Township through the administration and enforcement of the Ontario Building Code Act, Ontario Fire Code, Planning Act, Municipal Act, and other municipal By-Laws as required. The Deputy Chief Building Official/ Building Inspector reviews building permit applications and issues building permits, inspects buildings during construction, guides the public on the permit process and assists with zoning inquiries. The Deputy Chief Building Official would also 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 in the absence of the Chief Building Official.

KEY DUTIES AND RESPONSIBILITIES:

1. GENERAL

- 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 in the absence of the Chief Building Official.
- To liaise on behalf of the Township with developers, contractors and government departments and agencies.
- Schedule and co-ordinate inspection schedules with contractors and developers for the Department.
- To assist in the preparation of the department budget and to monitor and report expenditures in accordance with the approved budget.
- Maintains effective and co-operative liaison with other department staff and deals with all contacts in a courteous, friendly, and efficient manner to always promote a high standard of customer service and public relations.
- To perform such other duties as may be assigned by the Director of Building, By-law & Planning.

2. BUILDING SERVICES

- Processes building permit applications (Ontario Building Code Act and Township's By-Laws), receives and reviews applications, discusses applications with property owners or their representatives.
- Clearly and professionally explains the content and intent of the Ontario Building code.
- Review building plans, conducts regular inspections, and directs the Building Inspectors in inspection procedures and requirements.
- Performs detailed site inspections to ensure construction is in compliance with the Ontario Building Code Act and associated regulations and guidelines.
- Issues various Orders as required under the Code for non-compliance, prepares written orders, and documents the reasons for their issue including notes taking and investigation.
- Assists Fire Chief & Municipal By-law Enforcement Officer with respect to Fire Code, inspections and enforcement of other By-laws.
- Reviews monthly written reports for Council, CMHC, Statistics Canada, MPAC, etc.
- Responds to lawyer inquiries concerning building, zoning and other matters.
- Reviews all applicable By-Laws, agreements, regulations prior to issuance of permits.
- Review plans and specification for the issuing of building permits.
- Issue various types of building permits including occupancy, conditional, temporary, demolition permits.
- Monitor the electronic permit database system to ensure input consistency and validity of information being entered.
- To enforce, along with the Township's By-law Enforcement Officers, the Maintenance and Occupancy Standards By-law, upon receiving a written complaint including inspections, preparation of letters, notices and orders and conducting follow up re-inspections to ensure compliance.

POSITION QUALIFICATIONS:

- Post-secondary education in construction inspection techniques, Engineering or Architectural Technologist, plans examination combined with a minimum three (3) years relevant experience in building inspection or an acceptable combination of equivalent experience or education.
- Qualified and registered with the Ministry of Municipal Affairs and Housing in all categories. (BCIN - Building Code Identification number)
- Knowledge and understanding of the Building Code Act, Ontario Building Code, Planning Act, municipal by-laws, other legislations and applicable Municipal, Provincial and Federal Laws.
- Membership in the Ontario Building Officials Association, Municipal Law Enforcement Officers Association and Ontario Association of Property Standards Officers.
- Ability to read and interpret construction drawings, engineering/surveyors' reports
- Ability to work as part of a team, manage time effectively in order to work on a number of projects and tasks simultaneously, and prioritizing accordingly.
- Experience in a municipal environment preferred with a working knowledge of the administrative requirements of the planning and building regulations.

- Ability to interact effectively and courteously with all levels of staff and contacts in a customer service focused environment; build cooperative, collaborative working relationships with internal and external customers.
- Extensive knowledge of computer software such as Microsoft Office, GIS, Vadem, etc.
- Ability to express ideas effectively, orally, and in writing
- Tact, initiative, responsibility and professional competence

OTHER REQUIREMENTS:

- Constant internal and external deadlines with peak period demands and constant deadlines for providing notices to the public.
- It is not unusual to have significant issues arise unexpectedly requiring immediate turn-around times.
- Physical risks exist on construction sites. Some work must be carried out in inclement weather. Is required on occasion to enter hazardous environments.
- Work is often performed in potentially hostile and emotional environments.
- Must provide a current Police Record Check.
- Valid Class G Drivers License.

The foregoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all of the work requirements of the position.

ACCESSIBILITY:

The Township of North Glengarry is committed to providing quality goods and service that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals' are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.