



Deputy Chief Building Official (Inspections)

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a highly motivated and organized professional to make a significant contribution to the Building Division.

Reporting to the Manager of Building Services/Chief Building Official, the Deputy Chief Building official - Inspections will ensure compliance with the Ontario Building Code and applicable legislation.

Duties and Responsibilities

- Oversee technical staff in the building division to ensure regulatory compliance with the *Building Code Act*, Ontario Building Code, and applicable regulations.
- Execute the statutory duties of the Manager of Building Services/Chief Building Official in ensuring compliance with provisions pursuant to the Building Code Act and the Ontario Building Code in the absence of the Manager of Building Services/Chief Building Official.
- Liaise with Town staff, construction/building professionals and the public to administer and enforce the Ontario Building Code, Act & Regulations and related by-laws providing advice, training and guidance to staff and stakeholders.
- Ability to conduct or ensure that site inspections are completed to enforce various by-laws, codes and agreements of commercial, institutional, and residential buildings to verify compliance with the Ontario Building Code and applicable regulations.
- Ability to review and issue Orders when required under the Ontario Building Code Act.
- Maintain inspection functions including risk assessment, issue Notices of Violation, Orders to Comply, Stop Work Order, and Occupancy Permits. Investigate major issues and complaints and facilitate resolution.
- Investigate and resolve complaints regarding building code violations.
- Attend court as a witness regarding Orders issued by the Building Department or as a witness for lawsuits between owners, contractors or trades.
- Assist in the development of divisional budgets and forecasting in addition to reporting on key performance indicators.

Key Competencies and Qualifications

- Diploma or degree in Civil Engineering, Architectural or Construction Engineering, with preference given to those with a degree.
- Mandatory qualification with requirements of Part 3 Section 3.1 under the Ontario Building Code Act. Building Code qualifications in the following categories: House, Small Buildings, Plumbing All Buildings, H-VAC House, On-Site Sewage Systems, Large Buildings, Complex Buildings, Building Services, Detecting Lighting and Power and Building Structural.
- Five (5) to seven (7) years' experience including plans review and building/plumbing/septic inspection in a municipal Building Department environment.
- Previous supervisory experience and experience dealing with elected officials.
- Demonstrated experience in assessing, planning, developing, implementing, managing and monitoring broad scale, complex, longer term corporate and divisional initiatives, business strategies, operational processes and management systems.
- Accreditation as a Certified Engineering Technologist (CET), Member of the Association of Architectural Technologist of Ontario (MATTO), an equivalent professional designation is considered an asset.
- Thorough understanding of the Ontario Building Code, Ontario Fire Code, Canadian Standards Association (CSA), National Fire Protection Association (NFPA) Standards, Occupational Health & Safety Act and other relevant applicable legislation and laws related to the construction industry.
- Demonstrated proficiency with Microsoft Office Suite and CAD and preferably experience using CityView and Bluebeam.
- Ability to promote a culture of inclusiveness and work with a diverse population of employees, and the general public.
- Possess a valid class 'G' driver's license in good standing.
- Ability to complete a Criminal Record and Judicial Matters Check upon hire.

This position offers a salary range of \$118,746 to \$144,337 (2026 rates) working 35 hours per week plus a competitive benefit package and an option for flexible work arrangements.

Closing date for this position is February 6, 2026.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.