



Manager of Municipal Building Officials

People, Places, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

Job Profile

Reporting to the Chief Building Official, the Manager of Municipal Building Officials manages and coaches Municipal Building Officials in enforcing the Building Code Act and Regulations.

What you will be doing

- Researches, prepares, monitors and updates policies relating to code interpretation, administrative, safety and operational matters for Municipal Building Officials and Cross Connection Control Program to ensure compliance with provincial legislation and customer service.
- Provides technical expertise and interpretation of sufficient compliance with objectives of the Ontario Building Code to staff and industry practitioners. Reviews Orders issued by the Municipal Building Officials.
- Conducts employee performance reviews and participates in employee interviews and related departmental personnel issues, including discipline.
- Provides work direction to the Building Administration staff as required.
- Ensures provincially mandated timelines are met.
- Helps prepare and control Building Division budget.
- Serves as the Deputy Chief Building Official that in the absence of the Chief Building Official performs all legislated duties as prescribed in the Building Code Act, Corporate policies and procedures.
- Responsible for the computerized building permit system (AMANDA), including the design of screens and substance of process.
- Ensures employees work in compliance with the Municipal Act, Occupational Health and Safety Act, regulations, and Corporate Health and Safety Policies and Procedures, and to take every reasonable precaution to protect the workers.

Education

Undergraduate degree, or a college diploma in Architectural or Construction Engineering Program, or equivalent post- secondary education in building related discipline. Advanced computer skills. Possess CET designation and be a member in good standing with OACETT or equivalent. Certified with Ontario Building Code Officials Association as a Certified Building Official (C.B.C.O.) Possess the Provincial Qualifications as outlined below:

- Legal/Process CBO
- House
- Small Buildings
- HVAC-House
- Plumbing-All Buildings

- Plumbing-House
- Building Structural
- Large Buildings
- Complex Buildings
- Building Services
- On-Site Sewage Systems

Experience and Knowledge

- Seven (7) to ten (10) years significant, progressively responsible experience and all aspects of plans examination, field inspection and enforcement. Previous supervisory experience is preferred
- Thorough knowledge of applicable legislation, regulations and municipal by-laws including the Building Code Act and Regulations, Fire Code, Planning Act, Environmental Protection Act,
- Municipal Act, Zoning By-law, and Occupational Health and Safety Act
- Good interpersonal skills with the ability to communicate courteously and effectively, both orally and in writing, with all levels of staff and the general public
- Good communication, organizational, analytical, presentation, problem-solving and report-writing skills

We will ask you for these items if you are hired

Proof of your current and valid certificate(s) and/or educational qualifications.
 Supervisor Health & Safety Awareness Training Certificate from the Ministry of Labour
 Valid G driver's license.

Your compensation

This position is located in Band Level 7 of the Non-Union Salary Scale and has an annual salary range of \$117,653 - \$143,479. We offer a comprehensive benefit package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

Hours of work

Monday to Friday, 8:30 a.m. to 4:30 p.m. (35 hours per week). The Manager may be required to attend Committee, and Council meetings as a resource.

Advertisement expiration date

To apply, submit your candidate profile and application through cityONE Careers, prior to March 12, 2026.

Accommodation needs and protection of privacy

The City of Cambridge recognizes and appreciates diversity and inclusion enhances our public value commitment.

We strive to create an accessible and inclusive experience and encourage all qualified people to apply, including and especially people from equity-deserving groups. Qualified applicants will receive consideration for employment with honour and respect toward their individual dimensions of diversity.

We strive to remove barriers that may prevent qualified applicants from fully participating in the recruitment and selection process. Accommodation in accordance with the Ontario Human Rights

Code and other applicable legislation is available throughout all stages of the recruitment and selection process. Contact HRServices@Cambridge.ca to make your needs known in advance. For more information on our Employment Equity, please read our full [policy](#). Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.