

The Town of Perth is currently recruiting for a
Deputy Chief Building Official



Posting Date: Friday, March 13, 2026
Closing Date: Friday, March 27, 2026 at 12 NOON
Salary Range: \$45.76 to \$54.47 per hour
Hours of Work: 40 hours per week
Classification: Non-Union and Pay Panel F1
Status: Full-Time and Permanent

This job posting is for an existing vacancy.

The Town:

At the Town of Perth, we offer exciting employment opportunities in a workplace that values diversity, collaboration, and community engagement. Working with us means being part of a team that makes a real difference in the lives of our residents. Whether you're starting your career or looking for new challenges, we can't wait for you to join us!

The Opportunity:

The Deputy Chief Building Official shall carry out the Municipality's mandate under the Ontario Building Code Act and other applicable Provincial legislation and Municipal Bylaws. The position shall provide input to the Chief Building Official on day-to-day department operations. Also, when directed by the Chief Building Official, take a leadership role within the office of building department support and contract staff, while primarily performing plans review and site inspections as needed.

What you will do:

- Conducts review and processing of building permit applications, ground and wall sign permit, and pool permit applications in preparation for issuance of permit in accordance with the Ontario Building Code and/or the relevant municipal bylaws and maintains accurate building permit files;
- Responds to general inquiries and pre-consultations with the public, including Investigation and resolution of building code related complaints and concerns from residents to ensure necessary action is taken in a timely manner;
- Collaborates with other (Development Services) staff to deliver complete and consistent information to the public;
- Serves as a building science technical resource to By-law Enforcement, Property Standards Officers, and Environmental Services staff. This may include attending coordinated inspections/meetings with other departments/agencies as requested;
- Performs building and site inspections as required for the administration of

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mandatory inspections associated with active building permits and enforcement of the Building Code Act and other By-Laws as they relate to buildings and structures, including the issuance of various Orders authorized by the Building Code Act as required;

- In the absence of the Chief Building Official, assumes the role and responsibilities of the Chief Building Official for the Municipality in accordance with the Operational Policies established by the Chief Building Official, the Building Code Act, and other applicable Town of Perth By-Laws, policies, and direction.

The above generally describes the duties involved with the position. However, municipal work is varied in nature, employees will be required to perform duties in addition to the above from time to time as directed by the Chief Building Official or Director of Development Services.

What you will need:

- A diploma in Civil Engineering Technology or Architectural Technology, or C of Q Tradesman or Red Seal, or equivalent.
- Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the minimum (required) following categories:
 - CBO Legal
 - House
 - Small Buildings
 - Large Buildings
 - Plumbing House
 - HVAC House
 - Building Structural
- Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the following additional categories would be considered an asset:
 - Building Services / Lighting and Detection
 - Plumbing All Buildings
 - Complex Buildings
 - Fire Protection
- Training, licensing, or experience as a Property Standards Officer would be considered an asset.
- Membership (or eligible for) in the Ontario Building Officials Association.
- CBCO certification would be considered an asset.
- Intermediate knowledge of land use planning, zoning principles, civil engineering principles.

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- Knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Ontario Plumbing Code, Fire Code and applicable Municipal, Provincial and Federal laws.
- Strong computer skills, including knowledge of Microsoft Office software and other building related software packages with a strong sense of uses / opportunities for technology in a municipal environment. Experience with GIS software would be considered an asset.
- Demonstrated excellent written and verbal communications skills.
- Commitment to a team approach and a strong and demonstrated focus on excellent customer service.
- Strong leadership skills and ability to exercise good judgement in decision making.
- Working at heights, confined space awareness and trenching awareness training (or ability to obtain).
- Possess and maintain a valid Class G Ontario Driver's License, clean abstract, and access to a vehicle.
- Ability to work outside in inclement weather as well as in an office environment.

A minimum of five (5) years' experience within the construction industry as either a field technician, draftsman, or tradesperson or municipal Building Department, or a combination thereof. Preference will be given for those with experience of at least two (2) years as a Senior Inspector or Deputy CBO with direct experience implementing the Ontario Building Code and Building Code Act.

What we are offering:

The Town of Perth is proud to offer the following benefits with this job:

- Medical and dental coverage
- Vision care
- Mental health coverage
- Wellness promotion account
- OMERS membership
- Paid vacation leave
- Paid sick/personal leave

The Next Step:

If you have the necessary skills, experience, and qualifications, and you can support our core values, we invite you to submit your application using the apply now link below.

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[APPLY NOW](#) or visit our [Employment page](#) for other opportunities.

The Town of Perth does not use artificial intelligence to screen, assess, or select applicants for this position. All applications are reviewed by members of our hiring team.

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