



## THE CORPORATION OF THE TOWNSHIP OF BECKWITH EMPLOYMENT OPPORTUNITY

### CHIEF BUILDING OFFICIAL / BY-LAW ENFORCEMENT OFFICER

Reporting directly to the Chief Administrative Officer, the CBO will carry out the statutory duties of the position. The successful candidate will administer and enforce the provisions of the *Building Code Act*, the Ontario Building Code (OBC), and the Municipal Building By-law; review applications, issue permits; conduct site inspections, issue orders, maintain accurate records, investigate and enforce applicable legislation and specified by-laws. The full job description is available at [beckwith.ca](http://beckwith.ca)

#### QUALIFICATIONS:

- All or at least some of the following Ministry courses (Legal-CBO, Plumbing-all buildings, HVAC-house, Small Buildings, etc.); the municipality may consider training opportunities
- 2-year college diploma in engineering technologies (or similar field) or comparable work experience
- Demonstrated working knowledge of the OBC and other applicable laws/by-laws
- Ability to read and interpret drawings and plans
- Valid Ontario Drivers License
- Good computer and record management skills

The ideal candidate will have the ability to deal effectively with the general public, contractors, and construction industry professionals. This position could also include Bylaw Enforcement responsibilities.

The salary range for this position is \$77,550.07 - \$93,185.79 with a 40-hour work week and a competitive benefit package is available.

The deadline to receive written applications is **Friday May 22<sup>nd</sup>, 2026.**

Cassandra McGregor, CAO/Clerk  
Township of Beckwith  
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*The Municipality thanks all applicants for their interest, but only those candidates selected for an interview will be contacted. Personal information is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Township is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.*



# TOWNSHIP OF BECKWITH

## JOB DESCRIPTION

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**JOB TITLE:** Chief Building Official (CBO)/Building Inspector  
/ By-law Enforcement Officer

**REVISED:** June 2018

**DEPARTMENT:** Building

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**DIVISION** Building

**DIRECTLY RESPONSIBLE TO:** Chief Administrative Officer

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### **MAIN PURPOSE:**

Fulfills statutory duties and responsibilities of Chief Building Official and Inspector within the Township; issues permits and conducts building inspections (primarily residential) in accordance with the Ontario Building Code and other related acts and regulations; enforces municipal by-laws related to property, buildings and other by-laws as assigned.

### **KEY RESPONSIBILITIES:**

1. Establishes operating policies for enforcement of the Building Code Act (BCA), Ontario Building Code (OBC) and the municipal Building By-Law within the Township.
2. Coordinates issuance of permits and oversees the enforcement of the BCA/OBC. Exercises powers and performs duties of the CBO and Inspector under the BCA/OBC with respect to properties, primarily residential.
3. Conducts site inspections of properties to ensure compliance with permits issued, applicable law and related requirements.
4. Reviews permit applications, building plans, drawings and specifications (primarily for residential buildings) to ensure compliance with the Ontario Building Code and other applicable laws (federal, provincial, municipal, agencies, etc.), matching permit specifications contained in agency clearance letters with permit application details, advising applicant of concerns.
5. Provides advice to landowners, peers and agency representatives regarding building potential and limitations. Assists in finding alternate methods of construction while adhering to standards.
6. Within limits of certification held, issues building permits and releases associated approvals required in the processing thereof.
7. Enforces municipal bylaws related to the Building Code Act, Ontario Building Code, Planning Act and other by-laws as assigned.

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8. Advises the CAO of the need to engage specialist CBOs and/or Inspectors to conduct inspections and approvals for buildings when unauthorized or otherwise unable to do so.
9. Prepares reports and correspondence and submits monthly reports, including Stats Canada reporting.
10. Maintains accurate records, including detailed field notes, tracking status of applications and permits to ensure compliance with prescribed timeframes.
11. Provides technical advice to the Planning Administrator and to members of the public on matters pertaining to building (primarily residential) and BCA/OBC compliance.
12. Maintains working relationship with building community, agencies, staff and the general public.
13. Other related duties as may be assigned from time to time by the Clerk Administrator which includes building maintenance.
14. Attends Council or committee meetings, as required.

#### **DECISION MAKING**

- Job requires judgement in applying standards.

#### **EFFORT**

- Job involves mental and visual concentration.
- Job requires considerable travel.
- Normal workweek –40 hours

#### **EDUCATION/EXPERIENCE/SKILLS TRAINING**

Current certification as required of a CBO and a Building Inspector for primarily residential buildings (CBO Legal, Small Buildings, House, HVAC, Plumbing House) (Large/Complex Building certification not required).

- Valid driver's licence is a requirement.
- Experience in construction in a Municipal Environment an asset.

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**INITIATIVE/CREATIVITY**

- Initiative and creativity are both important in this position.

**WORKING CONDITIONS:**

- May be subject to inclement weather conditions while conducting site inspections.