



The Town of Newmarket, Planning & Building Services
Requires a **Deputy Chief Building Official**
Regular Full-Time (35 hours per week)

About Newmarket

Newmarket, Ontario is a vibrant and forward-thinking community that leads with care. As one of the most densely populated municipalities in the province, we're proud to embrace bold, community-centered initiatives—like transforming the historic Mulock Property into our very own Central Park and revitalizing urban corridors to enhance livability and connection.

Our culture is unique and intentionally crafted through collaboration, inclusion, and a shared leadership commitment to creating an environment for extraordinary public service. Our award-winning *Leadership Essentials* program was designed to provide our leaders with the tools and expectations that are key to an employee experience that is well beyond the ordinary. This “made in Newmarket” initiative earned Newmarket the 2025 CAMA Inspiring Workplace Award.

We value flexibility and wellbeing, offering options like hybrid work, compressed workweeks, and flexible hours to support work-life balance. Newmarket is a place where innovation thrives, and where employees are empowered to grow, contribute, and make a meaningful impact in a welcoming and inclusive environment.

Join us in shaping a community that's truly *well beyond the ordinary*.

Who are we looking for?

Under the direction of the Chief Building Official, the Deputy Chief Building Official (DCBO) is responsible to assist in establishing operational policies, co-ordinate, oversee and exercise powers for the enforcement Ontario Building Code in Newmarket in accordance with the established code of conduct. This includes supporting the effective administration, interpretation, and enforcement of the Building Code Act, Ontario Building Code, and applicable municipal by-laws. This role provides leadership to Building Services staff, oversees day-to-day operations of permit processing and inspections, and acts as the Chief Building Official in their absence. The Deputy Chief Building Official ensures that building activities within the municipality meet legislative requirements, safety standards, and service level expectations while fostering a customer-focused, solutions-oriented approach to development.

How do I qualify?

- Post secondary diploma in Architectural, Construction or Civil Engineering Technology or a related discipline with progressive experience in a similar environment or equivalent combination of education and experience.
- Qualified with the Ministry of Municipal Affairs and Housing in the following categories: House, Large Buildings, Complex Buildings, Detection, Lighting and Power, Fire Protection, Building Structural, Building Services, HVAC House and Legal Processes, Plumbing/All Buildings, (or in the process) preferred.
- Accredited with one of the following organizations: Professional Engineers Ontario as a Professional Engineer, Ontario Association of Architects as an Architect, Architectural Association of Ontario (AATO) as an Architectural Technologist, Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technician or Technologist and/or Ontario Building Officials Association (OBOA) as a Certified Building Code Official.
- Must have successfully completed the CBO Legal Examination administered by the Ministry of Municipal Affairs and Housing (pursuant to Section 15.11(3) of the Building Code Act) and have complied with Volume 1 Division C, Sentence 3.1.3.1 (1). (Qualifications for Supervisors and Managers).
- Demonstrated leadership and supervisory experience in a regulatory or technical environment. Strong coaching and team building abilities.
- Thorough working knowledge of the Ontario Building Code Compendium and Building Code Act, Municipal Zoning and Property Standards Bylaws, Planning Act, Development Charges Act, TARION Warranty Corporation, Home Construction Regulatory Authority

(HCRA), Provincial Offences Act, Occupational Health and Safety Act (specializing in construction safety), Conservation Authorities Act, Brownfields legislation, Ministry of Transportation and other applicable laws. Must also have knowledge of standards associated with various agencies such as Underwriters Laboratories of Canada (ULC), American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE), National Standards of Canada, National Building Code of Canada (NBC), etc.

- Progressive and extensive experience in practical construction practices and ability to understand and comprehend complex construction drawings relating to all buildings particularly buildings greater than 600 sq. m. or exceeding 3 storeys and those falling under Building Code 3.2.6 (high buildings).
- Thorough knowledge of Supplementary Standards of the Building Code, such as SB-1 (Climate and Seismic Data), SB-7 (Guards), SB8 (Anchorage Systems for Fixed Access Ladders) and SB-13 (Glass in Guards).
- Advanced knowledge of all referenced standards including: National Fire Prevention Association (NFPA), Canadian Standards Association (CSA), and other approval agencies such as the Building Material Evaluation Commission (BMEC), the Canadian Centre for Construction Materials (CCMC) and the Technical Safety Standards Authority (TSSA).
- Strong ability to interpret legal documents, legislation, by-laws, plans and specifications for all types of buildings and structures.
- Excellent inspection, analytical, problem-solving, organizational, mediation and communication skills; ability to make independent decisions and judgement calls in the field on matters relating to life, health and fire safety, including technical compliance with the code.
- Ability to prioritize customer needs or requests to meet conflicting demands understanding when meeting customer needs is not possible and communicates in a respectful manner.
- Ability to communicate effectively with all levels of staff and government, elected officials, consultants, builders, contractors, developers, architects, engineers, other designers, the general public and building industry organizations. Excellent negotiation and conflict resolution skills.
- Ability to work independently within a team environment and to adapt to constant change.
- Availability to attend evening meetings and/or work overtime to accommodate peak demand workloads and special project deadlines.
- Due to the nature of the contacts of this position, a Police Vulnerable Sector Check satisfactory to the Town is required.
- Class "G" Driver's Licence in good standing with own vehicle to use on corporate business.

Salary: \$104,064 - \$130,081

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **June 1, 2026**, quoting file number **26-92**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.