



Municipality of Northern Bruce Peninsula
Job Description
Deputy Chief Building Official/ Building Inspector
(24-month contract)

WE'RE HIRING!

Position: Temporary Full-Time – Leave Coverage (Approximately 24 Months)

Hours: 37.5 Hours per Week

2026 Salary Range: \$88,159.50 – \$101,341.50 Annually

Application Deadline: November 6th, 2026.

Build Your Career Where Community Matters

The Municipality of Northern Bruce Peninsula is seeking a knowledgeable, motivated, and community-minded professional to join our Building Department as a Deputy Chief Building Official / Building Inspector on a temporary full-time basis.

Located in one of Ontario's most beautiful natural settings, Northern Bruce Peninsula offers an opportunity to apply your technical expertise, gain valuable municipal leadership experience, and make a meaningful contribution to the community.

About the Position

Reporting to the Chief Building Official, the successful candidate will support the effective delivery of building services, ensuring compliance with the Ontario Building Code, applicable legislation, and municipal by-laws.

Key responsibilities include:

- Reviewing building permit applications, construction drawings, and site plans.
- Conducting building and on-site sewage system inspections.
- Providing technical guidance to property owners, contractors, and developers.
- Administering and enforcing the Ontario Building Code and Building Code Act.
- Investigating potential building code violations and preparing enforcement documentation.
- Coordinating inspections and supporting daily departmental operations.
- Maintaining accurate inspection records and related documentation.
- Acting in the capacity of Chief Building Official during absences or as delegated.

Qualifications

The ideal candidate will possess:

- A post-secondary diploma in Building Sciences, Architectural Technology, Civil Engineering Technology, or a related discipline.
- Certified Building Code Official (CBCO) designation through the Ontario Building Officials Association or be actively working toward certification.
- A minimum of two years of relevant experience in a municipal building or by-law enforcement environment.
- Strong knowledge of the Ontario Building Code, Building Code Act, and applicable legislation.
- Technical knowledge of construction practices, structural systems, plumbing, HVAC, fire protection, and on-site sewage systems.
- Excellent communication, organizational, customer service, and conflict resolution skills.
- Proficiency with relevant computer applications and permitting software.
- A valid Ontario Driver's Licence.

Why Join Our Team?

This temporary opportunity is ideal for an experienced building professional seeking to broaden their municipal experience, develop leadership skills, and contribute to a collaborative public service environment.

The Municipality offers a diverse working environment, meaningful responsibilities, and the opportunity to experience the exceptional natural surroundings and communities of the Northern Bruce Peninsula.

How to Apply

Qualified applicants are invited to submit a cover letter and résumé by November 6th, 2026 through the Municipal website at www.northernbrucepeninsula.ca

The anticipated duration is approximately 24 months and may be adjusted based on operational requirements and the duration of the leave. The Municipality of Northern Bruce Peninsula is an equal opportunity employer committed to providing an inclusive and accessible recruitment process. Accommodation is available upon request.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.