



TOWNSHIP OF ARMOUR EMPLOYMENT OPPORTUNITY

CHIEF BUILDING OFFICIAL

The Township of Armour is seeking to hire a Chief Building Official. As the Chief Building Official, you will contribute to the safety and well-being of the residents and visitors to the Township through the administration and enforcement of the Ontario Building Code Act, Ontario Fire Code, Planning Act, Municipal Act, Property Standards By-Law, municipal Sewage System Program, and other related by-laws.

To be considered for this opportunity you will have the following qualifications:

- Successful completion of the Ministry of Municipal Affairs and Housing Examination Program including, General Legal/Process, House, Small Buildings, HVAC House, Building Structural, Plumbing House. Successful completion of other categories of qualification is an asset.
- Post-Secondary degree or diploma (or equivalent experience) in Architectural, Civil Engineering, Mechanical Engineering or Building Code Technology.
- Designation as a Certified Building Code Official (CBCO) and membership in the Ontario Building Officials Association (OBOA) is an asset.
- Certification with the Ontario Plumbing Inspectors Association and/or the Ontario Association of Property Standards Officers is an asset.

Technical competence is vital in avoiding legal actions against the Municipality due to improper decisions or delays and to avoid unnecessary costs to the development and construction industries. Good working knowledge of the Ontario Building Code Act and Regulations, familiarity with building materials, construction and procedures, ability to read and understand plans and construction drawings. Ability to interpret and apply by-laws and other legislation as outlined in the Building Code Act and the Ontario Building Code. The Chief Building Official position is supported by shared services agreements with multiple nearby municipalities which enhances information and best practice sharing, while allowing for departmental coverage during vacations and/or absences.

Additional Skills and Attributes:

- Excellent oral and written communication skills including superior report writing and interpersonal skills. Possess strong computer skills and proficiency in Windows based software including Word and Excel.
- Knowledge of information tracking database software (GIS) would be an asset.
- Knowledge of Cloud Permit program would be an asset.
- Minimum 2 years related experience in a Building Official or Municipal By-Law Enforcement role in a Municipal environment.
- Maintain a valid Ontario Class G Drivers' License and a clean driver's abstract and the ability to pass a Police Record Check (PRC).

You will report directly to the Chief Administrative Officer (CAO). We offer a salary pay range of \$45.41 to \$55.47 per hour (2026) and a comprehensive benefit package for this position. The Township of Armour is an OMERS employer. The complete job description for the Chief Building Official position is available from the Township of Armour municipal office and/or on the Township website at <http://www.armourtownship.ca>

To Apply: Please submit your resume and cover letter clearly indicating:

"Chief Building Official Position"

by **Tuesday, August 25, 2026 at 4:00 pm** to Dave Gray, CAO

Email at: cao@armourtownship.ca | Fax: 705-382-2068

In person: 56 Ontario Street, Burk's Falls, ON. P0A 1C0

The Township of Armour is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition.

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