



## **The Corporation of the Township of South-West Oxford**

### **Requires a Chief Building Official**

The Township of South-West Oxford is a leader in the development and delivery of municipal services for the growth and well-being of our community. We are strategically located adjacent to Highway #401 corridor in the south-west corner of Oxford County, with a transportation network of well-maintained Provincial, County, and Municipal Roadways. We are focused on continuing the development of our community where people and businesses can prosper.

If you are an innovative leader who thrives in a team environment, this full-time position may be for you. We are seeking a dedicated, results-oriented professional with exceptional communication, interpersonal, and management skills.

#### **Position Summary:**

This position is responsible for the management and leadership of the Township's Building Services and for performing the statutory requirements of the Chief Building Official, as required by the Building Code Act and Ontario Building Code, the National Farm Building Code, Zoning By-Law, and all other applicable laws as amended from time to time. Additionally, this position oversees the Township's Drainage Superintendent/Building Inspector. The Chief Building Official will report directly to the CAO.

#### **Key Responsibilities:**

- Provide strong management and mentorship to staff, fostering professional growth and a collaborative team environment.
- Ensure compliance with the Building Code Act, Ontario Building Code, Zoning By-Law, and other applicable laws.
- Oversee the administration and enforcement of building and drainage regulations.
- Lead the implementation of efficient and effective building services operations.
- Deliver exceptional customer service by addressing inquiries and resolving concerns in a professional and timely manner.
- Manage budgets, timelines, and priorities to achieve departmental goals.

#### **Required Qualifications and Experience:**

- 3-5 years of experience in a municipal/building management position.
- University degree or Community College diploma in the Building Sciences, Architectural, or Engineering Technology fields.
- Successful completion of the examination program authorized by the Ministry of Municipal Affairs and Housing in: House, Small Buildings, Large Buildings, Complex Buildings, Plumbing-House, Plumbing-All Buildings, HVAC-House, Building Services, Building Structural, On-Site Sewage Systems.
- Must have successfully passed the Ministry of Municipal Affairs and Housing examination on Powers and Duties of CBO.

- Must possess a valid Building Code Identification Number (BCIN).
- Must have a thorough understanding of the technology and methodology of the construction industry and knowledge of building-related legislation, regulations and by-laws.
- Knowledge of Cloudpermit software.
- Extensive knowledge of the Ontario Building Code Act, National Building Code Act, Zoning By-Law, and other federal and provincial laws.
- Strong knowledge of construction techniques and best practices.
- Proven management and supervisory experience, with strong organizational and time management skills.
- Ability to mentor staff and build a cohesive, high-performing team.
- Experience creating and implementing annual budgets. Strong understanding of the application of development charges, credits, and exemptions.
- Excellent written and verbal communication, as well as public relations skills.
- Ability to manage electronic files and work independently.
- Valid "G" Driver's License.

**Salary and Benefits** (Grade 9 on 2025 Township Grid – Senior Management Position)

The annual salary range of \$87,742.20 to \$109,673.20 (based on a 35-hour work week), plus a comprehensive health benefits package and the OMERS Pension Plan.

A condensed work-week option is available following one year of employment.

**Application Process:**

The posting will close on **Friday, February 21st, at 4:30 p.m.** Please forward your resume, highlighting your qualifications and experience, to:

Emily Lavender-Ruple, Payroll & Benefits Administrator  
 Township of South-West Oxford  
 312915 Dereham Line, RR1  
 Mount Elgin, ON N0J 1N0  
 Email: [payroll@swox.org](mailto:payroll@swox.org)

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act,

The Township of South-West Oxford is committed to equity and inclusivity in the workplace. We encourage all qualified candidates to apply.

Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities Act (AODA) upon advance notice of specific accommodation requirements.