



To Fill a Vacant Position
The Municipality of Trent Hills
Invites Applications for the Position of
Chief Building Official

Trent Hills is a vibrant and growing community with a population of 13,000 that is located on the Trent Severn Waterway amongst the rolling hills of Northumberland County.

The Chief Building Official is required to work with the general public, contractors, developers and other stakeholders in the enforcement of the Ontario Building Code and associated legislations in a courteous, efficient and professional manner, as a representative of the Municipality.

The Chief Building Official also works positively with the public in the enforcement of all municipal by-laws and the associated legislation. This will involve investigation by telephone, in person and on-site.

Preference will be given to candidates who possess a three-year post-secondary education as a Civil Engineer, Architectural Technician or equivalent. A minimum of five years' experience as a Chief Building Official is required. The successful candidate must have also passed the examination program administered or authorized by the Ontario Ministry of Municipal Affairs and Housing relating to the powers and duties of Chief Building Official and the categories of qualification set out in Division C of the *Building Code* in conjunction with the On-Site Sewage Systems examination.

Knowledge of surveys, the Ontario Building Code, Planning Act, Municipal Act, Provincial Offences Act, Nutrient Management Act, Land Registry System, Municipal By-Laws, Official Plans and zoning provisions is required. The candidate must also have a valid Class G driver's license.

The salary range for this vacant position is \$91,787 - \$107,377 together with a competitive and attractive benefit package.

Resumes will be received until **2:00 p.m. on Tuesday, July 12, 2022**. Please send resumes marked "Chief Building Official Competition – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources
Municipality of Trent Hills
P.O. Box 1030
66 Front Street South
Campbellford, ON K0L 1L0
Telephone: (705) 653-1900 ext. 225
kari.petherick@trenthills.ca
www.trenthills.ca

All information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M45. We thank all applicants who apply but advise that only those selected for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, the Municipality of Trent Hills is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 705-653-1900 ext. 225 or email kari.petherick@trenthills.ca if you require an accommodation to ensure your participation in the recruitment and selection process.



Come for a visit. Stay for a lifestyle.

Position: Chief Building Official
Department: Planning and Development, Building/By-Law Division
Reports to: Director of Planning and Development

Position Summary:

The Chief Building Official is required to work with the general public, contractors, developers and other stakeholders in the enforcement of the Ontario Building Code and associated legislations in a courteous, efficient and professional manner, as a representative of the Municipality.

The Chief Building Official also works positively with the public in the enforcement of all municipal by-laws and the associated legislation. This will involve investigation by telephone, in person and on-site. All prosecutions, court actions, enforcements and fine collection will be supervised and carried out by the Chief Building Official with assistance from the Building Officials/By-Law Officers.

Duties and Key Responsibilities:

Chief Building Official

- Fulfill the statutory responsibilities of the Chief Building Official under the Ontario Building Code by executing the building permit and site inspection process to be carried out in the appropriate manner and directing the Deputy Chief Building Official in the same manner;
- Work to timelines established by the division with regard to service delivery;
- Liaison with other municipal, civic and provincial departments, municipal solicitor and municipal insurers to improve service delivery and promote risk management;
- Develop and take the lead in the creation of yearly education programs to promote building safety and education for the public with assistance from the Building Officials/By-Law Officers;
- Prepare an annual budget for the building division and by-law division;
- Provide expert testimony at court and or other tribunals as required;
- Focus on professional development in all facets of the position;
- Receive and review building applications, drawings and technical data. Issue building permit, collect fees, conduct inspections and issue orders as required. These duties to be carried out in accordance with the Ontario Building Code and all applicable laws and regulations. Direct and work with the Building Officials/By-Law Officers in carrying out these functions;
- Issue Northumberland County plumbing permits and collect associated

- fees;
- In conjunction with the Planning Department, review zoning requirements for permits and respond to zoning inquires from the public and solicitors;
 - Collect municipal, County and school board development charges where applicable;
 - Provide a monthly report to council on building activity and other investigations being carried out by the division;
 - Maintain orderly division records including permit histories and detailed inspection reports;
 - Develop effective policies and procedures for the department; and
 - Other duties as assigned.

By-Law Enforcement/Property Standards

- Enforce all Municipal by-laws including but not limited to the zoning by-laws, the property standards by-law, the parking by-law, the sign by-law on related complaints;
- Issue any permits or permissions required under the various by-laws and collect associated fees/fines;
- Issue any notices, prepare summons, lay charges, consult with legal counsel and follow up with reports on all by-law and property standards investigations;
- Provide assistance/advice to staff and council on all by-law matters;
- Inspect submit reports re: liquor licenses and special occasion letter and requests when required;
- Evaluation and advancement will be tied to professional development, productivity and customer service, particularly as it relates to the way the communities building base enhances the economic diversity of the community.

Human Resources Responsibilities:

- Directly oversees and manages the Deputy Chief Building Official, Building/Fire Inspector(s) and By-Law Enforcement Officer;
- Maintains a work environment that promotes staff participation, teamwork and positive employee relations;
- Ensures high standard of work quality and organizational performance; and
- Participates in the interviewing, selection, hiring, scheduling, training and performance management of staff.

Position Qualifications:

- Three-year post-secondary education as a Civil Engineer, Architectural Technician or equivalent;
- Minimum of five years' experience as a Chief Building Official;
- Must have passed the examination program administered or authorized by the Ontario Ministry of Municipal Affairs and Housing relating to the powers and duties of Chief Building Official and the categories of qualification set out in Division C of the *Building Code* in conjunction with the On-Site Sewage Systems examination;
- Extensive working knowledge of the Ontario *Fire Code* would be considered an asset;
- Experience managing staff within a unionized environment is an asset;
- Professional, confident manner, committed to dispute resolution and working as part of a team;
- Well-developed written and verbal communication skills. Capable of working with the public and building industry professions;
- Thorough knowledge of the construction and development industry;
- Thorough understanding of plan review, report evaluation, structural physics and mathematics;
- Knowledge of surveys, Ontario Building Code, Planning Act, Municipal Act, Provincial Offences Act, Nutrient Management Act, Land Registry System, Municipal By-Laws, Official Plans and zoning provisions;
- Knowledge and ability to use computer systems and computer software relevant to municipalities, the construction industry and permits including Great Plains, Microsoft Office, G.I.S. programs and building department specific programs;
- Valid Class G driver's license; and
- Valid and satisfactory Criminal Background Check.

Acknowledgement

Employee Signature: _____

Date: _____