



The Municipality of Trent Hills
Invites Applications for the Full-time Position of
Deputy Chief Building Official

Trent Hills is a vibrant, diverse, and growing community with a population of 13,000, located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Created in 2001 with the amalgamation of the municipalities of Campbellford/Seymour, Percy Township and the Village of Hastings, Trent Hills offers an inclusive, healthy, rural lifestyle for its residents, businesses, and visitors. Its unique urban centres and rural communities are united by a shared heritage, rich cultural fabric, picturesque landscape, and pride in the community.

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

Preference will be given to candidates who possess a three-year post-secondary education in civil engineering technology, architectural technology, construction technology or a related field of study. A minimum of three years' experience as a Municipal Building Official or equivalent experience in the building industry is required. Successful completion of Bill 124 Ministry of Municipal Affairs and Housing exams in the following categories is required: C.B.O. Legal, Small Buildings, House, HVAC House and On-site Sewage System.

The successful candidate must have a strong customer service mindset and ability to perform customer service at a role-model level. A valid Class G driver's license and a satisfactory driver's abstract is required.

The salary range for this vacant 35-hour work week position is \$79,324 - \$92,798 together with a competitive and attractive benefit package and enrollment in the OMERS pension plan. The work location for this position is 66 Front Street South, Campbellford, Ontario.

Resumes will be received until **2:00 p.m. on Wednesday, October 1, 2025**. Please send resumes marked "Deputy 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
kari.petherick@trenthills.ca

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.



Position: Deputy Chief Building Official
Department: Building/By-Law
Reports to: Chief Building Official

Position Summary:

The Deputy Chief Building Official, under the direction of 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 legislation in a courteous, efficient and professional manner, as a representative of the Municipality.

Duties and Key Responsibilities:

Deputy Chief Building Official

- Exercise and perform the duties of a Deputy Chief Building Official under the Building Code Act.
- Perform all duties and responsibilities of the Chief Building Official in the absence of the Chief Building Official.
- Supervise and provide leadership, technical guidance and support to assigned staff.
- Work to timelines established by the division with regards to service delivery.
- Liaison with other municipal, civic and provincial departments, municipal solicitors and municipal insurers to ensure seamless service delivery and promote risk management.
- Under the direction of the Chief Building Official, assist with developing education programs to promote building safety and educate the public.
- Assist the Chief Building Official in the formulation of department budgets.
- Provide expert testimony at court and/or other tribunals as required.
- Focus on professional development in all facets of the position.
- Receive applications, review drawings and technical data, issue permits, collect fees, conduct inspections and issue orders where required, all in accordance with the OBC and all applicable law; constant contact between this position and the Chief Building Official will be required.
- Assist in the preparation of monthly reports and provide performance data concerning building department performance.
- Maintain orderly department records including permit histories and detailed inspection reports.
- Assist in the development of an effective Policy and Procedures Manual for the division in accordance with municipal objectives.
- Other duties as assigned.

By-law Enforcement/Property Standards/Miscellaneous

- Enforcement of all municipal by-laws, including but not limited to the zoning by-law, property standards by-law, parking by-law and sign by-law.
- Issue any permits or permissions required under the various by-laws and collect associated fees/fines.
- Issue 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.
- Assist the Chief Building Official in the implementation of the By-Law Enforcement/Property Standards program.
- Inspect and submit reports re: liquor licences and special occasion letters and requests, where required.

Human Resources

- Responsible for the supervision of Building Inspection and By-Law Enforcement staff.
- Consult with Chief Building Official on a regular basis with regard to progress of jobs and provide/seek advice and guidance where required.
- Participate in the selection and hiring of Building Inspection and By-Law Enforcement staff as a member of the interview panel and selection committee.
- Assist in administering staff schedules and monitor hours worked by Building Inspection and By-Law Enforcement staff.
- Approve overtime, time sheets, time off requests and vacation requests for Building Inspection and By-Law Enforcement staff.
- Facilitate positive labour relations in the Department through effective, fair and consistent application of the collective agreement and workplace policies as they apply to assigned staff.
- Participate in the initial steps of the grievance procedure as supervisor.
- Recommend training and development programs to the Chief Building Official.
- Monitor, evaluate, review and assess the performance of assigned staff and conduct performance appraisals of Building Inspection and By-Law Enforcement staff.
- Provide counselling and discipline to Building Inspection and By-Law Enforcement staff in collaboration with the Chief Building Official.
- Monitor progress of projects and recommend to the Chief Building Official the reassignment of staff to deal with unexpected situations or changes in schedules or priorities.
- Ensure that staff adhere to municipal policies and procedures, health and safety regulations and use proper safety and related equipment.

Position Qualifications:

- Graduate from a post-secondary program in civil engineering technology, architectural technology, construction technology or a related field of study.
- Minimum 3 years' experience as a Municipal Building Official or equivalent experience in the building industry.
- Experience in supervising and managing staff.
- Certification as a CBCO with the Ontario Building Officials Association (or willingness to work toward this designation).
- Successful completion of Bill 124 Ministry of Municipal Affairs and Housing exams in the following categories:
 - *Required:* C.B.O. Legal, Small Buildings, House, HVAC House and On-site Sewage System
 - *Preferred:* Structural, Complex Buildings and Building Services
- Demonstrated proficiency with computer software including Microsoft Office (Word, Excel, Access and Outlook), PSD Citywide, Great Plains and iCompass.
- Valid and Class G Driver's License and a satisfactory driver's abstract.
- Valid and satisfactory Criminal Record Check.

Key Performance Competencies:

- Strong written and verbal communications skills and proven ability to effectively interact with all levels of management and staff, elected officials and members of the public.
- Demonstrated organizational and time management skills as well as the ability to effectively multi-task.
- In depth knowledge of the construction and development industry.
- Knowledge of construction techniques with an ability to review and interpret plans and technical specifications.
- Extensive experience conducting inspections of all types of new and existing buildings along with a broad range of classification types.
- Working knowledge of Ontario Land Surveys, Ontario Building Code, Ontario Fire Code, NFPA Standards, related C.S.A/ULC Standards, Planning and Municipal Acts, Provincial Offences Act, Land Registry, municipal by-laws, permits, licenses, Official Plans and zoning provisions.
- Strong independent work ethic, with an ability to prioritize multiple deadlines and work under pressure.
- Proven ability to work effectively in a team environment.
- Demonstrated ability to exercise significant discretion and sensitivity when handling confidential/sensitive information and communicating with individuals regarding controversial matters.
- Must be able to consistently meet strict deadlines with strong attention to detail and consistently high level of accuracy.

- Strong customer service mindset and ability to perform customer service at a role-model level.
- Professional, confident manner, committed to dispute resolution.
- Good working knowledge of Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Requires manual dexterity to operate computer and other office equipment.

Acknowledgement

Employee Signature: _____

Date: _____