



Chief Building Official

Main Office: 705.282-2702

Job Posting: Chief Building Official

Location: Municipal Office , 29 Noble Sideroad, The Municipality of Gordon/Barrie Island, ON

Join our team in the Chief Building Official position, an essential member of the Development and Protective Services Department for The Municipality of Gordon/Barrie Island, Township of Burpee/Mills, Billings Township, Town of Gore Bay, and Cockburn Island

Essential Duties and Responsibilities: Reporting to the CAO/Clerk -Treasurer, the Chief Building Official is responsible for providing various inspections, advisory, enforcement and administrative services pertaining to legislation and municipal by-laws. The Chief Building Official is responsible for all statutory enforcement functions under the Ontario Building Code Act, including required Orders, Property Standards in some cases.

Chief Building Official

1. Appointed to administer and enforce the Building Code Act and the Building Code.
2. Processes building permits; receives and reviews plans and applications; discusses applications with property owners and/or their representatives.
3. Explains the content and intent of the Building Code (including plumbing) and Building By-law.
4. Conducts regular inspections of construction to ensure compliance with regulations and conformance with plans and communicate observations to

property owners and/or contractors, and take the appropriate follow-up action.

5. Prepares and issues various written Orders as prescribed in the Act and documents the reason for their issue.
6. Responds to enquiries concerning building, zoning, and plumbing matters.
7. Provides input to the Corporation's planning, consent, and engineering functions.

Other

1. Provides information with respect to the Official Plan and the Comprehensive Zoning By-law.
2. May be appointed as the property standards officer and inspect properties and determines compliance with minimum standards of occupancy.
3. Performs such other duties as may reasonably be required by the CAO/Clerks.

Education, Knowledge and Skill:

1. Post Secondary School Diploma (3 year) or Degree in Architectural or Civil Engineering or equivalent.
2. Must be registered with the Ministry of Municipal Affairs and Housing (MMAH) and have a Building Code Identification Number (BCIN).
3. Passed the General Legal/Process Exam and have the House and Building Structural qualification, and at least one of the following pairs of technical exams (qualifications): HVAC house, Building Services; Plumbing House, Plumbing All Buildings; Large Buildings, Small Buildings.
4. Knowledge of building construction and theory through formal training pertinent to building construction (designer or construction/trades), preferably with knowledge of survey and drafting techniques.
5. Good computer skills are required, particularly with Excel; GIS is a "preferred skill"; the ability to use a database would be an asset. Must be proficient in MS-Word.

6. Ability to interpret engineering and surveyor's reports and have knowledge of the principles of drainage.
7. Must have a valid Class "G" Ontario Driver's Licence.
8. Exhibits a high degree of initiative and self direction.
9. Good knowledge of Building and Plumbing Codes, drainage and Planning Act fundamentals. "Preferred knowledge" of the Corporation's Official Plan, Zoning and other by-laws.
10. Good knowledge of municipal operations and preferably the Corporation's by-laws.
11. Good analytical, organizational, and communication skills.
12. Ability to persuade people to comply.
13. Must be bondable.

Working Conditions & Physical Environment:

- Work requires regular use of a computer to record observations and catalogue information.
- Long periods of sitting, good lighting, temperature and noise control.
- Physical risk exists on construction sites; required to work outdoors in all weather.
- Regular working hours for this position are Monday to Friday, hours to be discussed. An office space will be provided at the Municipality of Gordon/Barrie Island.

Health & Safety:

All employees working for the Corporations are governed by the Corporations Health & Safety Policy.

- Ensure that all operations are conducted in a safe manner and in accordance with the established policies and procedures.
- Ensure that all operations are conducted in a safe manner and in accordance with the Occupational Health and Safety Act and Regulations.

- Ensures proper ergonomic requirements are met, and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Compensation:

This is a contract permanent position with a compensation range to be discussed. The successful candidate will be provided a comprehensive benefits package.

Accessibility:

If you require an accommodation, we will work with you to meet your needs.

Application Process:

Interested candidates may submit a cover letter and resume by 10:00 am Wednesday, March 26, 2025, in the following ways:

Email: In one document, your resume and cover letter, under the subject line "[your name- Competition CBO Application]" to Carrie Lewis, CAO/Clerk-Treasurer at clerk@gordonbarrieisland.ca.

Mail or Drop-Off: Attention Carrie Lewis, CAO/Clerk-Treasurer, 29 Noble Sideroad, Gore Bay, ON P0P 1H0

We thank all applicants for their interest. We will contact those applicants selected for an interview.

Privacy: Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.