

Chief Building Official and By-Law Enforcement Officer

The Corporation of the Township of Tudor & Cashel and the Township of Faraday is seeking an individual to fill the full-time, permanent position of Chief Building Official and By-Law Enforcement Officer.

Reporting to the Clerk the successful candidate will examine drawings for compliance with applicable law, conduct inspections, issue orders, issue permits and assist the public and contractors in a professional manner to facilitate safe and Code compliant development within the municipalities.

Responsibilities:

- Liason with the public and contractors in relations to building matters
- Review plans for compliance with the Ontario Building Code and other applicable law with respect to structural, fire safety, plumbing and septic system design requirements and compliance to both Townships zoning by-law
- Write orders to assure compliance with deficiencies in a timely manner
- Conduct building, by-law, property standards and zoning inspections and record deficiencies
- Investigate and prepare Orders to achieve compliance with By-law, property standards and zoning infractions
- Prepare and swear information for court proceedings and serve Defendant with information
- Represent the Municipalities in court proceedings and obtaining penalties to achieve compliance
- Investigate and resolve complaints and evaluate situation to determine steps to be taken
- Provide input to legal briefs and provide evidence at court hearings
- Obtain letters of undertaking/commitment from design professionals
- Determine class of permit and ensure appropriate fees are charged and collected
- Determine need for independent testing and analyze test results

Required Qualifications:

- **BCIN Qualifications:** House; Small Building; Building Structural; Building Services; HVAC House; Plumbing-House; Plumbing-All Buildings; Detection Lighting and Power; On Site Sewage Systems; General Legal/Process; Powers and Duties of a CBO;
- Strong working understanding of the Ontario Building Code Act, Planning Act, and other applicable law;
- Knowledge of the Ontario Building Code Act, Ontario Evidence Act, Provincial Offences Act and the Municipal Act.
- Must possess valid Ontario Driver's License, satisfactory CPIC, and have the ability to work in a sometimes physically demanding environment;
- Excellent interpersonal, customer service and communication skills.
- Work related experience working in Building Inspections and Municipal By-Law and Property Standards Enforcement

***CANDIDATES** who do not hold some of the required BCIN Qualifications may be considered in instances where they can demonstrate a progressive pattern of obtaining the necessary qualifications and can outline a plan to obtain the additional required qualifications within 8-12 months.

The salary range for the position is \$62,043.80 to \$77,928.00 dependent on qualifications, knowledge and experience

Cover letters and resumes outlining education, qualifications, and experience will be accepted by the undersigned up to **4:00 p.m. on Tuesday, March 7th, 2017**. Submission can be via regular mail, in person, or email at d.switzer@faraday.ca. It is the candidate's responsibility to ensure their submission has been received.

Dawn Switzer - Clerk-Treasurer
Township of Faraday
29860 A-B Hwy 28. Bancroft, ON, K0L 1C0

We thank all applicants for their interest, however, only candidates to be interviewed will be contacted. Personal information collected will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* for the purpose of candidate selection.