



EMPLOYMENT OPPORTUNITY

Chief Building Official/Planning Coordinator/By-Law Enforcement Officer

The Town of Laurentian Hills is seeking a leader with initiative and a positive attitude. Reporting to the Chief Administrative Officer, the successful candidate will be responsible for the administration, planning and management of the Building Department.

The Chief Building Official (CBO) will process applications for building permits, review all construction drawings and perform on-site inspections of all construction, development and demolition activities and ensure that all are in compliance with the Building Code, the Official Plan, Zoning By-Laws, and all other relevant legislation and regulations.

As the Planning Coordinator review and process all applications for rezoning properties. Review all consent applications provide information to the Planning Committee regarding compliance to the Official Plan, Zoning By-laws and forward reports to the Land Division Committee regarding all severance applications.

As the By-Law Enforcement Officer enforce municipal by-laws pertaining to zoning, and building in accordance with Provincial Offences Act.

The ideal candidate should possess:

- A minimum of two (2) years' experience as a CBO or three years municipal construction experience or equivalent experience involving the Building Code and Building Code Act
- Must have successfully passed or able to pass, the examination program administered by the Ministry of Municipal Affairs (MMHA) relating to the Powers and Duties of a CBO, General Legal, small buildings, plumbing – all buildings, and building services
- Ability to review construction plans, specifications and reports from planners, engineers and architects
- Accreditation with, or the ability to be a member in good standing of the Ontario Building Officials Association and maintain qualifications as determined by the MMHA
- Proven knowledge and understanding of the Ontario Building Code, the Ontario Building Code Act, Ontario Plumbing Code, Fire Code and applicable Municipal, Provincial and Federal laws
- Exceptional interpersonal, organizational and leadership skills
- Working knowledge and proficiency with computer applications
- A valid Class G Driver's License in good standing with access to a personal vehicle

The municipality offers a benefit package and Pension Plan.

A complete job description is available at the Town's website at www.laurentianhills.ca

Interested and qualified candidates are requested to submit a detailed resume and cover letter marked CONFIDENTIAL no later than 4:00 p.m. August 18th, 2021 to:

CBO Search Committee
Town of Laurentian Hills
34465 Highway 17, RR#1
Deep River ON K0J 1P0
Emailed to info@laurentianhills.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection to Privacy Act, personal information is collected under the authority of the Municipal Act and will be used for the purpose of candidate selection.