



Chief Building Official Job Posting

The Township of Greater Madawaska is inviting applications from qualified candidates to fill the full-time position of Chief Building Official. This position is responsible for the general administration of building services for the Township which includes reviewing building applications, make decisions on the issuances of building permits and performing inspections of buildings and structures, including septic systems in accordance to the Ontario Building Code Act, the Ontario Building Code and ensuring compliance with the Building Code and other applicable legislations. The CBO will also participate in the enforcement of applicable law and Township by-laws, including but not limited to building violations, the Property Standards By-Law, Noise By-Law and the Zoning By-Law as required and/or directed.

The ideal candidate will possess the following qualifications:

- Possess a Building Code Identification Number (BCIN) and have successfully completed, or in the process of completing, the following Ministry of Municipal Affairs and Housing (MMAH) examinations:
 - Power and Duties of CBO
 - House
 - Plumbing – House
 - On-site Sewage Systems
 - Small Building is an asset
- Prior experience as a Chief Building Official or Building Inspector is an asset.
- Minimum of 2 years' experience in a Municipal Building Department or similar setting is an asset.
- Knowledge of the Building Code Act, Ontario Building Code, and related legislation is an asset.
- Knowledge of construction techniques.
- Ability to communicate effectively and courteously with employees and members of the public, both in person, telephone or electronically.
- Highly developed organizational, communication and inter-personal skills with the ability to cope with competing demands and multiple tasks.
- Private use of vehicle – Must hold and maintain a valid 'G' Ontario drivers License and have immediate access to a reliable vehicle.

The salary range for this position is \$67,723.00 to \$79,674.00 based on a 35-hour work week (8:30am – 4:00pm), includes a comprehensive benefit plan and opportunity for a flex time schedule.

Submission Deadline: Interested candidates are invited to submit a resume and covering letter, to be received no later than 4:00 p.m. on April 1, 2022 to:

Jessica Schroeder, Finance and Human Resources Administrator
Corporation of the Township of Greater Madawaska
19 Parnell Street, P.O. Box 180
Calabogie, ON K0J 1H0
Fax: 613-752-2617
Email: finance@greatermadawaska.com

The Township of Greater Madawaska is an equal opportunity employer. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Township will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Township of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.