



The Township of West Lincoln is seeking a **Chief Building Official**

The Township of West Lincoln is a picturesque and progressive municipality, located at the westerly end of the Niagara Peninsula within the Regional Municipality of Niagara. Our largest urban area, Smithville, is located halfway between the City of Hamilton and the City of St. Catharines. With a population of approximately 16,000, and a land area 387.02 sq.kms, West Lincoln is proud to have the largest geographical area in the Niagara Region! The Township of West Lincoln is a mix of a rural and urban setting in a unique local economy that blends residential, industrial, commercial and agricultural properties. Known as a thriving community that offers an excellent way of life, facilitates opportunities, and has a strong sense of community, the Township prides itself in providing responsive and friendly customer experiences.

The Township of West Lincoln is excited to accept applications from experienced and motivated professionals for the position of **Chief Building Official (CBO)**. Reporting to the Director of Planning and Building, the Chief Building Official is responsible for the overall management of the building permit process including the issuance and inspection of Building & Septic Permits, while ensuring compliance and all statutory enforcement functions under the Ontario Building Code Act and the Ontario Plumbing Code Act. In addition, the Chief Building Official shall provide leadership, guidance and oversight to building and by-law staff, ensuring exceptional customer service, strong public interaction skills and budgetary control. This role will provide relevant expert advice to the Township administration, boards and commissions and answering building and construction related questions of contractors, design professionals, businesses and the general public.

To be considered, you will have proven experience in building and septic inspections and enforcement in a Municipal Environment. You will have working knowledge of building materials, construction practices and procedures, and the ability to read and interpret blueprints and other building construction drawings.

Strong skills in managing within a unionized environment, report writing, organizational, project and time management and superior interpersonal skills are essential, with sound working knowledge and proficiency in the Office Suite of products. In addition, the incumbent must have the ability to think and act appropriately in a political and community service environment and to deal courteously and effectively with elected officials, the general public, residents, staff, and corporate contacts. A well-developed set of negotiation, persuasion and conflict resolution skills are essential to successfully manage relationships.

This position will be supported primarily in office. The salary range for this position, commensurate with experience and education is \$101,242.27 - \$124,167.43 (2024), plus a comprehensive benefits package. Interested candidates with the required qualifications are welcome to submit their resume and letter of interest by **4:30pm on Tuesday August 6, 2024** to:

Human Resources

Township of West Lincoln

Email: recruitment@westlincoln.ca

Please put 'CBO Recruitment' in the subject of the email

A detailed CBO Job Description can be found on our website at:

www.westlincoln.ca/townshipoffice/jobs

We thank all applicants, however, only those selected for an interview will be contacted.

The Township of West Lincoln is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of West Lincoln's Human Resources Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection can be directed to the Human Resources Department.