



## **Employment Opportunity**

### **Deputy Chief Building Official**

Located in the heart of Haliburton County, Minden Hills includes the sub-communities of Lochlin, Gelert and Irondale as well as the Town of Minden. The area population is approximately 7,000 permanent residents which increases significantly in the summer months with the influx of cottagers, seasonal residents and visitors.

Considered the gateway to the Haliburton Highlands, Minden Hills bridges the area's natural beauty and urban life. We are home to multiple rivers, lakes and nature trails for those who love the outdoors. We are a popular destination for people looking to escape the city, wanting time to relax and enjoy the sights and sounds of nature as well as the many vibrant activities and events to ignite the passions of art, music and the environment.

### **Your Opportunity to Make a Difference**

We are currently seeking a highly motivated and energetic individual to join our team as the Deputy Chief Building Official. Reporting to the Chief Building Official, the Deputy CBO is responsible for proactive leadership, and assisting with policy development and implementation, managing the interpretation and enforcement of the Ontario Building Code Act, Municipal Act, other applicable Provincial legislation, Municipal by-laws and all other applicable laws to ensure compliance. The Deputy CBO will have responsibility and statutory duties as defined under the Building Code Act.

In addition, the Deputy CBO provides leadership/support for the Township's facility asset portfolio and associated asset management planning.

### **Minimum Qualifications:**

- Completion of the qualification for a Chief Building Official under section 3.1 of the Ontario Building Code Act, 1992 Regulation 350/06 or any successor legislation is required.
- A minimum of three (3) years of experience in progressively responsible related positions in Building and By-Law Enforcement and exposure to municipal planning services and a minimum of one (1) year experience in the supervision of staff and the administration of employment policies, is required.
- Willingness and ability to obtain OBC qualifications in House, Small Buildings, Plumbing (all buildings).
- Certified Municipal Law Enforcement Officer (MLEO) designation is required.
- Proven excellent knowledge of building code and construction theory, techniques, best practices and principles.

- Excellent knowledge of related legislation, pertinent to building and construction and by-law enforcement including the Building Code Act, the Municipal Act, Municipal By-Laws, Technical Standard and Safety Act, OHSA, etc.
- Demonstrated ability in Facility Management, Building Systems Operations, building maintenance and operations.
- Demonstrated management, organizational and leadership ability.
- Proficiency and experience with Microsoft Office Suites and databases.
- Flexible, adaptive, and responsive to change.
- Possession of a valid 'G' Driver's License.

### **Preferred Qualifications:**

- Municipal By-law Certification
- Building Portfolio Asset Management is preferred

This position involves office work as well as site visits that require physical demands outside of normal office working conditions. Travel is required and work can be performed outdoors. Prior to the final selection for this position, the candidate shall be required to provide, at their own expense, a Background Check from the Ontario Provincial Police or appropriate Police Force and Driver's Abstract.

For a complete list of requirements and accountabilities for this position, please visit our website at [www.mindenhills.ca/careers](http://www.mindenhills.ca/careers), or contact the Human Resources Coordinator at 705-286-1260 ext. 513 or [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca).

Salary range is \$70,616.00 to \$82,937.40, currently under review, and will commensurate with experience and skills.

### **How to Apply:**

To explore this opportunity, please apply via email by **12:00 noon, September 27, 2024** to [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca), Attention: Human Resources Coordinator.

The Township may begin the process of reviewing and selecting applicants for an interview at any time during this recruitment period.

We thank all who apply for this position; however, only those selected for an interview will be contacted. The Township of Minden Hills is an equal opportunity employer. Accommodation can be provided in all steps of the hiring process. For accommodation options and to ensure full and equal access during the recruitment and selection process, contact the Clerks Department. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the information gathered will be used solely for the purpose of job selection.