



Building Official

Permanent, Full-Time

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Position Summary:

Reporting to the Building & By-Law Services Manager/Chief Building Official, the Building Official conducts building inspections for the construction, renovation, change of use, and demolition of residential and small buildings to ensure compliance with the Ontario Building Code and applicable municipal By-Laws. Additionally, this position investigates complaints regarding contraventions of the Ontario Building Code &/or applicable municipal By-Laws and issues applicable notices and orders as necessary to ensure safety and accessibility of occupants and structural integrity of buildings.

Duties & Responsibilities, but not limited to:

- Conducts required structural inspections, within legislated timelines, for the purpose of determining compliance with municipally reviewed construction drawings/permit plans, Ontario Building Code and maintains accurate records of permits and inspections.
- Inspects existing buildings and premises for change of use, occupancy, or compliance with applicable Codes and ordinances; works with the public and professionals in the building community to ensure structures are safe and ready for occupancy.
- Prepares accurate, detailed, and timely reports on all inspections carried out.
- Investigates complaints regarding contraventions of Ontario Building Code &/or applicable municipal By-Laws; issues applicable notices and orders as necessary; ensures necessary remedial actions are taken to correct violations
- Prepares court briefs and assists in the prosecution of offenders; prepares and presents evidence in court as required concerning Building Code Act and By-Law enforcement as required.
- Receives permit applications and conducts preliminary review of plans to determine completeness, project scope, and compliance with applicable law.
- Conducts detail-oriented reviews of plans for compliance with the Municipal Zoning By-Law and the Ontario Building Code and applicable law.
- Performs permit application costings to determine applicable fees in accordance with the Township's applicable By-Laws.
- Advises permit applicants of missing documentation &/or non-compliance with the Zoning By-Law, Building Code, and other applicable laws within legislated time frames.
- Issues approved permits for building/occupancy, sign, fill, license, pool enclosures, etc. in accordance with the Building Code, other applicable legislation, and established procedures and protocols of the Township.
- Provides functional &/or technical guidance, direction, or interpretation to various stakeholders regarding the Building Code and applicable municipal By-Laws.

Qualifications, Skills, Knowledge, Abilities:

- College Diploma in Architectural Technology, Engineering Technologist, Building Inspection, or related discipline
- Possess a Building Code Identification Number (BCIN)
- Obtained a minimum level certification of qualifications in House and Small Buildings, Plumbing House, On-Site Sewage, General Legal/Process or CBO Legal/Process, from the Ministry of Municipal Affairs and Housing
- Additional qualifications in, Building Services, Building Structural, Large or Complex Buildings, HVAC House, Fire Protection, Lighting, Detection, and Power, considered an asset or willingness to obtain
- CBCO certification through the Ontario Building Officials Association, considered an asset or willingness to obtain
- Minimum three years experience in the construction industry or municipal government directly engaged in the building permit process, building inspections, and enforcement
- Superior understanding of applicable legislation acts and regulations
- Knowledge of fire safety requirements as contained within the Ontario Building Code in addition to building/zoning matters (procedure for minor variances and amendments, deadlines, stop work orders, inspections, test results, property standards enforcement, and procedure to gain compliance)
- Demonstrated knowledge of sound construction practices and design
- Proficiency in computer skills, including MS Office, and experience working with building permit software preferably Cloudpermit
- Excellent interpersonal and communication skills including ability to interact with clients and members of public tactfully and convincingly
- Project management skills and strong problem-solving abilities with attention to detail
- Excellent ability to read and interpret plans and specifications
- Proficient in report writing regarding by-law investigations and building inspections
- Ability to work independently and within a team environment
- Possess and maintain a valid Ontario Class “G” driver’s licence
- Availability to accommodate deadlines or peak period workloads that may extend beyond designated normal workday hours or normal hours per week

Annual Salary Range: \$59,882 – 74,843 (2024 rates). Based on a 35-hour workweek.

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid personal and sick days.

Qualified candidates are requested to forward their resume and cover letter to HR@adjtos.ca with “Building Official” in the subject line. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.