



## Municipal Building Official IV (Job #127)

Cambridge is a thriving city located in Canada's Technology Triangle, a rich industrial heartland of southern Ontario. We are strategically located astride highway 401, and minutes from major metropolitan cities. Our quality of life makes Cambridge a fine place to call home for over 129,000 citizens. Cambridge offers historic, small-town charm with diverse recreational facilities, trails and parkland, a wide range of arts, culture and theatre events and attractions throughout the year and a strong future of continued cultural, commercial and industrial growth and development. Our distinctive 19th century architecture offers a beautiful backdrop for shopping, dining & colourful festivals.

There is an opening for the above position within the Development and Infrastructure Department. Reporting to the Manager of Municipal Building Officials, this position is responsible for the following duties:

- Protects the health, welfare, and safety of occupants, contents, and buildings in the City of Cambridge through plans examination and on-site inspection, to ensure conformance to the requirements of the Building Code and all applicable laws to maintain a minimum required level of safety, health, accessibility for persons with disabilities, and fire and structural protection of buildings prior to and during use.
- Discusses, reviews, and answers any questions or complaints which the general public, permit applicants, consultants, designers may have regarding construction in the City of Cambridge.
- Assesses, consults, and reports on the design, construction, and occupancy of all types of new and existing buildings and structures in accordance with the applicable laws and bylaws.
- Reviews and inspects construction, renovations, alterations, changes of use, interior improvements and demolitions.
- Responds to complaints and requests that occur outside the construction realm, including post-fire structural safety inspections, dilapidated/deteriorated/derelict buildings and buildings used for illegal drug manufacturing operations.
- Uses training and experience to administer laws and bylaws related to the design and construction of building and structures as defined in provincial legislation.
- Invoices associated fees and collects payment for permit fees/development charges.
- Enters records and notes into the permit tracking system (AMANDA).

### **Minimum Requirements:**

- Possession of a college diploma in a construction or architectural engineering technology or related program; qualification and registration with the Ministry of Municipal Affairs; and, Certified Building Code Official Designation with the Ontario Building Official Association.
- Four to five years of related experience with thorough knowledge of the Ontario Building Code, application, and interpretation along with experience in all aspects of the construction industry, including construction methods, procedures, practices and materials.
- A valid G class driver's license. The successful candidate would have to provide proof that s/he has a valid driver's license upon being hired.
- Experience and competency in using MS Word, Excel, Outlook; permit tracking system (AMANDA); Class Point of Sale, On-Point Map Viewer, Adobe Reader, and Internet Explorer.

The annual salary range is \$68,771 to \$73,090 per annum (2015 rates) and a full benefit program is provided. Regular hours of work are 8:30 a.m. to 4:30 p.m., Monday to Friday inclusive (35 hours per week).

We invite qualified candidates to apply for this position by visiting:

<http://www.jobs.net/jobs/cambridge/en-us/search/> by 4:30 p.m., Wednesday, June 1, 2016.

If you require support or accommodation due to a disability, please contact

[hraccessibility@cambridge.ca](mailto:hraccessibility@cambridge.ca) or 519-740-4680, extension 4446.

Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act. This information will be used to determine eligibility for employment with the City of Cambridge only. If you have any questions about this collection of personal information, you can contact the Freedom of Information and Privacy Co-ordinator, Clerks Division, at 519-740-4680, extension 4583.