



## EMPLOYMENT OPPORTUNITY

### Chief Building Official

The Township of Puslinch is seeking an energetic and motivated individual to fill the position of Chief Building Official.

#### **The major responsibilities include:**

- Oversee and manage the building permit process, including plans examination, issuing permits in compliance with applicable law, inspections and enforcement.
- Manage, monitor and administer the day-to-day operations of building permit process.
- Manage, monitor and administer the Township's Regulatory By-law Enforcement and Permit programs.
- Provide advice to Council, committees and staff on the administration of the Ontario Building Code, Township's Zoning and Regulatory By-laws.
- Research and prepare reports and by-laws to Council or committees of Council making recommendations regarding policy initiatives related to regulatory by-laws and programs or special projects as directed. e.g. Source Protection
- Develop, administer and monitor the annual operating and capital budgets. Oversee, manage and approve expenditures in compliance with Township By-laws, policies and procedures.

#### **Qualifications:**

- A degree from a recognized university in Engineering or other related discipline or a diploma in Engineering Technology or Architectural Technology with equivalent experience.
- Minimum five (5) years of progressive, related and demonstrated experience, with three (3) years experience at a management level.
- Successful completion of the Ministry of Municipal Affairs and Housing Examination Program.
- Certified Building Code Official designation.
- Thorough knowledge of the Building Code Act, Provincial Offences Act, Accessibility for Ontarians with Disabilities Act, Clean Water Act and other legislation affecting municipalities.

2017 Salary Range is \$80,986.00 to \$91,162.00. A comprehensive benefit package is also provided. Interested applicants are invited to send a detailed resume and cover letter by **no later than 4:30 p.m. Thursday, February 9th, 2017** to the CAO/Clerk, Township of Puslinch, 7404 Wellington Rd 34, Puslinch, ON N0B 2J0 email: [admin@puslinch.ca](mailto:admin@puslinch.ca). For a more detailed job description, visit our website at [www.puslinch.ca](http://www.puslinch.ca)

*If you need an accessible format, please email [admin@puslinch.ca](mailto:admin@puslinch.ca) or call (519) 763-1226 ext. 214. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.*

*We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. Applicant Information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for candidate selection.*