

# The Corporation of the Town of LaSalle

## Job Posting

---

<b>Job Title:</b>	Chief Building Official / Manager of Building Services
<b>Department:</b>	Development and Strategic Initiatives
<b>Reports to:</b>	Director, Development and Strategic Initiatives
<b>Rate of Pay:</b>	\$98,610.11 - \$110,922.87 (2016 rate of pay – 2017 rate to be determined)
<b>Posting Date:</b>	Friday, October 6, 2017
<b>Posting Deadline:</b>	Friday, October 27, 2017

### **Summary**

The Chief Building Official / Manager of Building Services is responsible for the administration and operation of the Town's Building Services Division in accordance with the Ontario Building Code, municipal by-laws, and other governing authorities as contained in the Ontario Building Code Act. Other responsibilities include carrying out the statutory duties of the Chief Building Official, responding to public inquiries, consulting with contractors and developers, preparing divisional policies/procedures, developing and implementing business plans, preparing and monitoring budgets, and ensuring compliance with all pertinent regulations and standards. The Chief Building Official / Manager of Building Services shall also provide leadership to direct reports, assess/develop/evaluate departmental human resources, assist with the administration of one collective agreement, monitor time sheets (including sick time, banked time, vacation requests, and overtime), prioritize work assignments, and may periodically provide assistance in the community with building inspections as needed.

### **Primary Duties and Responsibilities**

1. Develop, implement, execute, and monitor divisional business plans and policies
2. Preparing, recommending, and monitoring operational budgets
3. Ensure compliance with all regulations, standards, and Town policy and procedures
4. Manage compliance with the Ontario Building Code Act, municipal by-laws, and other governing authorities to ensure timely completion of all inspections, review of plans, orders, notices, and issuance of permits
5. Carry out the statutory duties of the Chief Building Official, and respond to public inquiries, undertake dispute resolution, represent the Corporation in all building-related legal matters, and consulting with contractors and developers
6. Administration of all building related permits in compliance with pertinent legislation
7. Conduct field inspections related to condemned buildings, OMAFRA livestock regulations, and other required building inspections as necessary
8. Act as the liaison for divisional projects

9. Manage divisional health and safety program
10. Prepare Council reports, and attend Council meetings as required
11. Manage divisional human resources
12. Provide guidance and support to direct reports
13. Monitor and approve employee time sheets, sick time, banked time, vacation requests, and overtime
14. Prioritize divisional activities in order to meet established deadlines
15. Monitor and coordinate staff training
16. All other duties as assigned

### **Qualifications**

- Three (3) year Architectural Technology Diploma, or equivalent
- Ministry of Municipal Affairs and Housing Building Code Identification Number (BCIN) in CBO Legals
- Minimum of five (5) years previous related experience
- Excellent knowledge of Microsoft Office (Word, Excel, Outlook)
- Strong verbal and written communication skills
- Hold and maintain a valid Class “G” drivers license

### **Qualifications Considered Assets**

- Previous experience within the Building field
- Ministry of Municipal Affairs and Housing Building Code Identification Number (BCIN) in:
  - Small Buildings
  - Plumbing – all Buildings
  - Building Services
  - Part 8 – Septic
- Skilled trade related to the building and construction industry

### **Working Conditions**

- Duties shall primarily be performed indoors, however some outdoor duties may be required in all weather conditions
- Periodic exposure to varying levels of heat and/or cold and dusty/dirty conditions at inspection sites
- Safety equipment as required (i.e. safety shoes, glasses/goggles, hearing protection, etc.)
- Manual dexterity to use desktop computer and peripherals
- Operation of motor vehicle

### **Hours of Work**

- Primary hours of work are Monday to Friday (35 hours), day shift, with additional hours as required

### **Physical Requirements**

- Physical work environment requiring extended periods of walking, standing, and sitting

## **Leadership Responsibilities**

- Building Inspector / Plans Examiner
  - Building Technician
- 

We thank all applicants who apply, but only those candidates selected 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 solely for the purpose of candidate selection. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Please submit resume and cover letter in confidence to:

Town of LaSalle  
**Attn: Human Resources**  
5950 Malden Road  
LaSalle, ON N9H 1S4  
[hr@lasalle.ca](mailto:hr@lasalle.ca)