



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

BUILDING OFFICIAL I, II, OR III PERMANENT FULL TIME (35 HOURS PER WEEK)

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

Reporting to the Deputy Chief Building Official, the Building Official is responsible for performing all aspects of the Township's Building Division services. Involves the application of legislation, codes, administrative protocols, design review, investigation, inspection, and enforcement to residential buildings within the Municipality of Centre Wellington. To affirm Centre Wellington's municipal obligations of protecting the public from undue health, hygiene and safety risks that are caused by improperly designed and constructed buildings.

Qualified candidates are encouraged to apply for this open posting and may be considered for the Township of Centre Wellington's **Building Official I, II, or III**. Candidates will be considered for position classification based on education, certifications, and related work experience.

Major Duties & Responsibilities:

Enforcement

- Performs all aspects of the Township's building and development service including the application of legislation, codes, administrative protocols, design review, investigation, inspection, and enforcement to all types of buildings.
- Responsible for fulfilling statutory, operational, and advisory duties associated with building and development services.
- Responsible for connecting building code requirements to zoning, site plans, building design, construction, renovations, repairs, alterations, additions, improvements, and demolitions.
- Oversees the process for issuing building permits and for setting out schedules for mandatory and requested inspections.
- Engages in research, plan and design specification reviews, site inspections, documentation, and reporting for all categories of buildings and their uses. Specifically, with respect to architectural, structural, fire protection, plumbing, heating, ventilation, mechanical, and electrical systems.
- Administers fire codes (with the Fire & Rescue Department), property standards, and standards for heating, ventilation, air conditioning, plumbing, septic tanks, and disposal fields.
- Places special emphasis on compliance problems and provides remedies to fix unsafe and unhealthy buildings.
- Researches and recommends and/or issues occupancy permits as well as orders to comply, stop work and to secure unsafe and unhealthy buildings.
- Assists with preparation of information for prosecution of violations and gives expert evidence in court proceedings. Conduct field inspections from time to time as required.

- Contributes to the development of policies and practices which are required for Centre Wellington's consistent, reasonable, balanced approach to economic development, public safety, planning, public works, and other community services.
- Researches methods for improving public health and safety in building within the framework of legislation, codes and by-laws. Recommends changes and improvements that benefit building and development services. Contributes to the design, organization and of the department's Quality Management Plan.
- Communicates complex technical information about all categories of buildings and their uses in ways that can be clearly understood by the general public.
- Works closely with corporate staff, especially those in planning, infrastructure services and those engaged in corporate administration, finance, and economic development.
- Represents the corporation in its relationship with the general public, builders, developers, their representatives, home handypersons, consultants, and others with routine interest in municipal building, development, and planning activities.
- Keeps pace with trends and issues in the building industry and its relationship with municipal government, i.e., materials, methods, technology

Customer Service

- Administers Township by-laws including, but not limited to, Property Standards, Zoning, Signage, etc.
- Communicates complex technical information about residential buildings and their uses in ways that can be clearly understood by people from all walks of life.
- Provides exceptional quality customer service at the front counter, telephone, through electronic communication, etc.
- External contacts include the general public, builders and developers, contractors, and /or their representatives and others with a direct interest in building, development, and planning functions.

Minimum Qualifications and Requirements:

- Three-year diploma program in architectural or engineering technology or acceptable equivalent.
- Minimum of three (3) years' of progressively responsible experience in building code enforcement.
- Provincial building qualifications:
 - General Legal
 - The House
 - Plumbing – House
 - Plumbing - Small Buildings
 - Small Buildings
 - Additional Qualifications are considered an asset and are required for Building Official II and Building Official III consideration.
- Certification of Qualification in Code Proficiency.
- Possession of the Ontario Building Officials Association CBCO designation or working toward CBCO designation.
- Must possess a valid Class 'G' Driver's License and maintain a clean driver's abstract.
- Experience working with Permit Tracking Software.

Annual Salary: \$78,820 - \$105,221 per annum [2025 Rate]

Individual salary assigned according to position classification.

To Apply:

Interested applicants are invited to submit ONE document, including a Resume (cover letter optional) in MS Word or PDF format by email to careers@centrewellington.ca by June 26, 2025,

at 11:59 p.m. Please quote job posting 2025-40 in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. All qualified internal candidates will be interviewed before external candidates are interviewed. We thank all those who apply; however, only those candidates selected for an interview will be contacted.