



## **JOB POSTING CHIEF BUILDING OFFICIAL**

Reporting to the Planner, the Chief Building Official contributes to the safety and wellbeing of the residents and visitors of the municipality through the administration and enforcement of the *Ontario Building Code Act*, the *Planning Act*, the *Municipal Act* and all other applicable Acts, Regulations and By-Laws. A detailed job description is available on the Township website at [www.tayvalleytwp.ca](http://www.tayvalleytwp.ca).

As the Chief Building Official you will process building permit applications, including holding pre-consultation meetings, reviewing building plans, drawings and specifications to ensure compliance, issue permits, conduct site inspections to ensure compliance with permits issued, maintain accurate records, etc., as well as assist with the development and implementation of policies, operational procedures and practices and ensure compatibility and compliance with legislation, regulations, standards and the Township's goals and objectives.

The ideal candidate must possess excellent communication and interpersonal skills, will have acquired post-secondary courses in building sciences, construction engineering technology or architectural technology or equivalent field of study, have a valid BCIN, is qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the following categories: CBO Legal, Small Buildings, Large Buildings, House, Plumbing All Buildings, Plumbing House, HVAC House, Building Services, Building Structural, Detection Lighting and Power, have a valid driver's license, and have a minimum of five (5) years' experience in a municipal capacity as the Chief Building Official, or other applicable experience involving the Building Code and Building Code Act, and demonstrated experience in administration and enforcement of applicable legislation. CBCO and BCQ designations would be considered an asset as would Fall Arrest/Confined Spaces training and On-Site Sewage Systems and Wood Energy Technology Transfer (WETT) certification.

The 2025 salary range is \$95,400 to \$109,500 and a competitive benefit package and participation in OMERS makes this an attractive full-time permanent position for the right candidate.

Qualified candidates are invited to submit a covering letter and resume clearly marked "**Chief Building Official**", prior to **9:00 a. m. on Monday, August 11<sup>th</sup>, 2025** in confidence to:

Tay Valley Township  
Aaron Watt, Deputy Clerk  
217 Harper Road, Perth, ON, K7H 3C6  
or e-mail: [deputyclerk@tayvalleytwp.ca](mailto:deputyclerk@tayvalleytwp.ca)

*We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Tay Valley Township is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.*