



Township of Seguin

Full-Time Building Official I/II

Come to work in Seguin! This is an opportunity to build your career in a friendly, challenging and progressive environment that puts your workplace in the middle of an environmental paradise where outdoor and recreational opportunities abound.

The Township of Seguin is a thriving and growing municipality located in cottage country, just North of Muskoka, in the Parry Sound District, along the Highway 400 corridor. Seguin is home to 5,011 permanent residents with a seasonal increase to over 15,000 residents during the summer months. With 186 lakes of all sizes and the pristine beauty and tranquility of our natural environment, the Township of Seguin is truly "The Natural Place to be".

Reporting to the Chief Building Official (CBO), the successful applicant will be part of an engaged team that administers the Building Code Act in Cottage Country. Keeping customer service a priority, the Building Inspector will assist the building department team in processing building permit applications, conducting plans reviews and performing building inspections.

The successful candidate will have previous experience as a Building Official with a Post-secondary diploma in a field related to building design or construction. Related building experience or skilled trades certificates and/or computer drafting and design experience is considered an asset. Candidates must also have successfully completed MMAH Bill 124 Exams relating to Legal, House and Plumbing. A valid driver's license is a requirement of this position.

Along with a comprehensive benefit package, OMERS pension contribution, and a generous allotment of paid vacation, the Township of Seguin offers its staff a flexible work environment helping employees balance the demands of work with their personal and family obligations. We support professional development and assist our employees with training to meet their career objectives.

Based on a 35 hour work week, this non-union position's annual salary range is **\$64,270 – \$80,000** depending on experience and qualification.

A complete job description can be found at www.seguin.ca

Applicants are invited to submit a resume, no later than **October 08, 2021** by email to cdixon@seguin.ca or by mail/in person to Township of Seguin, Attn: Christine Dixon, Deputy Treasurer, 5 Humphrey Drive, Seguin, ON P2A 2W8.

Accommodations will be provided throughout the recruitment process and hiring process in accordance with AODA and the Ontario Human Rights Code.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will only be used for the purpose of candidate selection.

Vaccination is a key element in the protection of employees against the hazard of COVID-19. New employees must comply with the Seguin Township Mandatory Vaccination Policy prior to commencing their employment.

BUILDING OFFICIAL I/II

Summary:	The Building Official I/II is tasked with the enforcement and administration of the of the Building Code Act by processing building permit applications, conducting inspections, completing plans review for building permit issuance and assisting customers with building permit applications and code related inquiries.
Location:	5 Humphrey Drive, Seguin Township
Department:	Building Department
Reports To:	Chief Building Official
Last Updated:	September 17, 2021

Tasks:

Customer Service

1. Meets with industry stake holders such as property owners, builders, designers and consultants to discuss construction and permit related inquiries.
2. Receives and reviews building permit applications and accompanying documents to determine building code compliance.
3. Processes building permit applications, calculates and collects fees.
4. Responds to enquiries from the general public, ratepayers, contractors and other government agencies.
5. Promotes an open forum and friendly environment for rate payers and customers to address their building related concerns.
6. Communicates in an open, friendly and helpful manner with applicants and consultants to facilitate the issuance of building permits and ensure building permit applications comply with the building code.
7. Maintains strong working relationships with the public, business officials and professional groups, creating a friendly and open customer-oriented environment.

Building Inspections

8. Inspect construction authorized by building permit for conformance to the Building Code Act with respect to all required inspections.
9. Professionally communicate with owners and builders any code related non-compliance and assist in resolution.

10. Conducts investigations into Building Code Act violations and assists with in the preparation of court briefs and prosecution of offences as required.
11. Issues Orders as required to enforce the Building Code Act.
12. Represents the township at Building Code Commission hearings as required.
13. Professional conduct at all times when representing the Township.

Administration

14. Collect and enter permit and inspection data into property management software program.
15. Assist with the intake and processing of building permit applications as required.
16. Maintains computer and paper records to document the plans examination process, building inspections and other communications with rate-payers and their representatives.

Other

17. Maintains records of building inspection vehicles and ensures they are clean, safe and ready for service.
18. Represents the township at association meetings and technical seminars, gathering information and networking with industry contacts to stay abreast of industry developments and trends.
19. Complies with Seguin Township policies and procedures.
20. Performs other related tasks as assigned by management.

Minimum Requirements

- Post-secondary diploma in a field related to building design and/or construction, or acceptable equivalent related experience.
- Skilled trades certificates and or computer drafting experience is considered an asset.
- Municipal experience as a Building Official performing inspections, plans review and/or administrative duties. Past related experience considered at discretion of Chief Building Official.
- Proof of successful completion of MMAH Bill 124 Exams
- CBCO certification through the OBOA.
- Designation as Building Inspector I or II will be contingent on qualifications and experience.