



Georgian Bluffs

Manager of Building Services/Chief Building Official

Permanent – Full Time

Georgian Bluffs is home to 11,000 residents, nestled between the Niagara Escarpment and the clear waters of Georgian Bay. The Township offers a second to none quality of life, with all the amenities and facilities of a larger urban centre in nearby Owen Sound, yet the peace, quiet, and environment of a rural location, the Township offers both convenience and nature. We provide a flexible and supportive working environment amongst a small and dedicated team.

What we are looking for:

A dynamic individual to join our Development and Infrastructure Department as the Manager of Building Services/CBO. The Manager of Building Services/Chief Building Official will lead the operations of the Building Division and be the substantive Chief Building Official (CBO) and is responsible for administration and enforcement of the *Ontario Building Code Act* and regulations, other relevant statutes and municipal by-laws, the issuance of building permits and performance of prescribed inspections.

The Manager of Building Services/Chief Building Official collaborates with other divisions within the Township including Planning, Bylaw, Clerks, Engineering, and Operations, and engages with external agencies and stakeholders. The Manager of Building Services/Chief Building Official represents the Township in various building services forums and contributes to maintaining high ethical standards and positive public perception of the Township's Building Division activities.

This role may be for you:

If you enjoy working with small teams dedicated to public service, and where you will be met with new challenges each day. If you enjoy living and working in a small and close-knit community and value public service delivery, we want to hear from you.

The successful candidate will have:

- 1) University Degree or a College Technology Diploma in Civil, Architectural or Construction Engineering.



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- 2) Certified Building Code Official (CBCO) designation required.
- 3) Minimum five (5) years' experience in a related field.
- 4) Qualified and currently registered (BCIN) with MMAH. Qualifications as required by the *Ontario Building Code Act*. Building Code Regulations in the following categories: Legal, any variant of a structure component (House – Large Buildings), Plumbing, and HVAC credentials, as well as part 8 sewage and septic credentials.
- 5) Member of the Ontario Building Official Association.
- 6) Experience interpreting municipal zoning by-laws and building plans.
- 7) Certified Plumbing System Inspector designation preferred.

Additional Skills/Competencies/Requirements:

- Thorough working knowledge of Office 365 applications and building specific software such as CloudPermit.
- Ability to physically perform on-site building inspections.
- Strong interpersonal, verbal and written communication skills.
- Demonstrated tact and discretion in handling matters of a confidential or politically sensitive nature, while maintaining confidentiality and privacy.
- Thorough knowledge of applicable acts/regulations/standards/legislation such as *Ontario Building Code Act*; ability to interpret detailed blueprints/drawings and specifications.
- Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values.
- You will promote and foster a good working environment and lead with a mindset of diversity, equity, and inclusion.

The Township provides flexible workplace arrangements including hybrid work options. The Township offers full-time staff a comprehensive benefit package with paid vacation and personal leave days; Employee & Family Assistance Program; plus, a defined benefits pension (OMERS pension).



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This is a permanent full-time position working 35 hours per week, with a 30-minute unpaid meal break. The current salary range is \$90,672.40 to \$113,349.60. Georgian Bluffs is undertaking a compensation review in 2025 which may affect the above noted salary ranges.

If Georgian Bluffs is the place, you feel you can be asset, we strongly encourage you to apply. Interested candidates are asked to submit, in confidence to the undersigned, a resume and cover letter no later than 4:00 PM on May 15, 2025. Job Posting #2025-11.

Human Resources

hr@georgianbluffs.ca

All applications and inquiries will be treated in strict confidence. The Township thanks all applicants, however, only those who are selected for an interview will be contacted. Personal information is collected under the *Municipal Freedom of Information and Protection of Privacy Act* only for job selection purposes. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.