



## CHIEF BUILDING OFFICIAL (CBO)

Bracebridge is a place where inspiration, opportunity, lifestyle, community and prosperity come together. If you are looking to expand, The Town of Bracebridge is a community of more than 17,000 residents plus 9,000 seasonal residents living in both urban and rural areas. Located in the heart of Muskoka, Bracebridge is a magnet for recreation and tourism, with a growing base of non-recreational businesses. Additionally, there is a sense of civic responsibility and interest in protecting and enhancing Bracebridge's natural features; therefore, residents want increased and improved access to the Town's natural features, such as parks, trails and waterfront areas.

The Town works closely with the District of Muskoka, other local municipalities, external agencies, senior levels of government and service partners.

With an operational budget of over \$17 million and a significant capital budget the Town provides a range of services to meet the needs of residents and a multitude of businesses. According to Statistics Canada, Bracebridge has experienced the largest growth rate in the Muskoka region between 2016 and 2021. With a growth rate of 8.1%, we have significant residential, industrial and commercial growth on the horizon.

### Inspire Our Future

Reporting to the Director of Planning and Development, the **Chief Building Official (CBO)** is a key leadership and statutory position responsible for day-to-day operations and general and financial management of the Building Services Branch.

Key responsibilities include supervising Branch staff, overseeing the building permit application, plans review, and building/structure and zoning inspection/enforcement functions. In addition you will ensure that service improvements are integrated into the Branch and develop and recommend Branch operational procedures, policies, standards, by-laws, and permit processes to ensure compliance with the Ontario Building Code Act.

In addition, the **Chief Building Official (CBO)** is responsible for overseeing the structural soundness of buildings and safety/accessibility of occupants, the submission and review of building/structure plans, drawings, permit application process, inspection of buildings/structures/pool enclosures, the issuance of Occupancy, sign and related permits, the Sewage System Maintenance Inspection Program, and investigation of complaints.

The Chief Building Official will also provide advice and counsel on building matters, related developer/builder/community consultation, and guide inter-department liaison.

### Ideal Qualifications:

- **Education and Designations:** College or University degree or equivalent in a related discipline and a Certified Building Code Official (CBCO) professional designation.
- **Management Experience:** Minimum of seven (7) years of progressive, related experience in a municipal Building environment required, including at least four (4) years recent and relevant supervisory experience, or related experience in progressively responsible roles, in a municipal, unionized environment.
- **Building Industry Experience:** Strong working knowledge of contemporary issues in the Building industry; building design and construction principles and inspection practices; municipal

government and municipal zoning bylaws in general; coupled with significant demonstrated experience in plans review and inspections.

- **Technical Qualifications:** Qualified with the Ministry of Municipal Affairs and Housing in the following categories: Building Services, Building Structural, Complex Buildings, House, HVAC - House, Large Buildings, On-Site Sewage, Plumbing - All Buildings, Plumbing - House, and Small Buildings.
- **People Leadership Experience:** Extensive leadership experience overseeing teams in a unionized environment, proven people leadership skills to develop and mentor the team while instilling a service excellence mindset.
- **Customer Service:** Experience with modern day community focused and service minded processes and approaches related to departmental services.
- **Financial Management:** Business and financial management experience; expertise with budgeting, financial analysis and performance metrics in a sophisticated environment.
- **Relationship Management:** Ability to establish and maintain working relations with members of Town Council, private and public officials, the management team, subordinates, co-workers, and the general public.
- **Innovation:** Demonstrated ability to understand problems, to think critically, challenge common assumptions and foster the development of innovative new approaches and solutions.
- **Information Technology Skills:** Excellent knowledge of Microsoft Office software applications including Excel, Word, Outlook, and SharePoint. Experience using Geographic Information Systems (GIS) and permit/inspection tracking systems is required.
- **Legislation:** Thorough working knowledge of the Building Code Act and the Ontario Building Code, Fire Code, Development Charges Act, Provincial Offenses Act and other building/zoning/property maintenance-related legislation/regulations/standards and related enforcement processes.
- **Communications:** Exemplary verbal and written communication skills including the ability to manage complex political relationships & speak in public forums.

### **Key Benefits of working at the Town of Bracebridge**

The Town of Bracebridge offers a competitive salary and comprehensive benefits package. In addition, we have a reasonable cost of housing, access to healthcare, education, recreation, and cultural activities in a vibrant setting with nearby waterfront amenities.

### **How to Apply**

To explore this opportunity please apply via email by **November 3rd, 2023** to [careers@waterhousesearch.net](mailto:careers@waterhousesearch.net) quoting project **BB-CBO**. Should you wish to speak to our Executive Recruiter or to receive a detailed position description and information package please contact Tim Lukasewich at 416-214-9299 x8, [tim@waterhousesearch.net](mailto:tim@waterhousesearch.net) or Jon Stungevicius at 416-214-9299 x1, [jon@waterhousesearch.net](mailto:jon@waterhousesearch.net)

*All applications will be held in strict confidence. We thank all applicants; however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.*