



## **Township of East Zorra-Tavistock**

**Requires a**

### **Chief Building Official**

The Township of East Zorra-Tavistock is seeking applications for the position of Chief Building Official. The Township of East Zorra-Tavistock is a predominantly rural municipality in the County of Oxford with a population of 7,000.

The preferred candidate will be responsible for all management and operational aspects of the Township's Building Department.

#### **Responsibilities:**

- Process building applications, plans review, permit issuance, building inspections
- Customer Service related to building and development proposals
- Planning, Zoning, Site Plan and Development Review
- Supervise either in-house or contracted part-time building assistance

#### **Preferred Qualifications:**

- Certified Building Code Official Designation
- Valid BCIN with Chief Building Official Qualifications and Certification in Parts 3, 6, 7 and 9 of the Ontario Building Code and the Building Code Act,
- Knowledge of the Planning Act, Municipal Act, and other relevant legislation
- Knowledge of Nutrient Management and Minimum Distance Separation guidelines
- 5 – 10 Years of progressive experience in the building industry,
- Diploma in civil engineering or architectural technology, or comparable education or industry experience,
- Excellent interpersonal, customer service and communication skills, as well as proficiency with Microsoft Office and computerized applications,
- Valid Class "G" Drivers licence

The pay rate and hours per week are currently under review. There will be the requirement for flexibility in working times. Attendance at evening meetings will be required occasionally. The position includes benefits, OMERS Pension Plan and an excellent working environment.

To apply, applicants must submit a cover letter and resume outlining education, qualifications and experience. In addition, information confirming the BCIN Certification must also be submitted. Applications will be received until 4:30 p.m. on Thursday, June 30<sup>th</sup>, 2011.

Jeff Carswell  
Chief Administrative Officer

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We thank all applicants for their interest; however, only candidates to be interviewed will be contacted. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.