



TOWNSHIP OF ALGONQUIN HIGHLANDS

REQUIRES A

CHIEF BUILDING OFFICIAL

The Township of Algonquin Highlands with a permanent population of 2,000 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from qualified person for the position of Chief Building Official, who will also serve in the capacity of Municipal Law Enforcement Officer.

Reporting to the Chief Administrative Office, the Chief Building Official will be responsible for the administration, planning and management of the Building/By-Law Department. The CBO will process applications for building permits, review all construction drawings and perform onsite inspections of all construction, development and demolition activities – all in compliance with the Building Code, the Official Plan, Zoning-By-Laws, and all other relevant legislation and regulations.

The successful candidate will possess the following qualifications:

- Accreditation by the Ontario Building Officials' Association and registered in the Inspection Program as administered by the Ministry of Municipal Affairs & Housing in accordance with the Ontario Building Code Act.
- 3 years experience as a CBO
- Experience at the supervisory level
- Preferably will have CPSO designation
- Excellent verbal and written communication skills
- Exceptional interpersonal, organizational and leadership skills
- Proven alternative dispute resolution/negotiation/problem solving skills
- Working knowledge and proficiency in computer applications
- Ability to physically perform specific duties and site visits
- Valid Class G drivers license

Salary range: \$54,078 to \$60,865 (currently under review)

We thank all applicants; however only those selected for an interview will be contacted.

If you are interested in this position, please apply in confidence by **Monday, August 9, 2010** to:

Juanita Dempster-Evans, CAO
Township of Algonquin Highlands
1123 North Shore Road, Minden, Ontario K0M 2K0
Email – jdempster-evans@algonquinhighlands.ca

Inquiries: 705-489-2379

Visit our website at www.algonquinhighlands.ca