



Township of East Zorra-Tavistock

Requires a

Chief Building Official / Drainage Superintendent

The Township of East Zorra-Tavistock is seeking applications for the position of Chief Building Official / Drainage Superintendent. The Township of East Zorra-Tavistock is a predominantly rural municipality in the County of Oxford with a population of 7,500.

The preferred candidate will be responsible for all management and operational aspects of the Township's Building and Drainage Departments. Candidates that are fully qualified for Building, but not Drainage are encouraged to apply.

Building

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

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

Building and Drainage

Responsibilities:

- As above for Building
- Municipal Drain Repair
- Tile Drainage Inspection
- Customer Service related to all elements of Municipal and Tile Drainage Programs

Preferred Qualifications:

- As above for Building
- Knowledge of the Drainage Act, and other relevant legislation
- Approved as a Drainage Superintendent by OMAFRA
- Experience as a Municipal Drainage Superintendent and Tile Drainage Inspector

The position is 37.5 hours per week with requirements for flexibility in working times. Evening meetings will be required occasionally.

Pay range for Building and Drainage qualifications \$30.83 – 37.51 / hour

Pay range for Building only qualifications \$29.32 – 35.67 / hour

Plus 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 and Drainage Superintendent Certification (if applicable) must also be submitted. Applications will be received until 4:30 p.m. on February 26th, 2010.

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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.