



THE TOWNSHIP OF CENTRAL FRONTENAC

www.centralfrontenac.com

Employment Opportunity

MANAGER OF DEVELOPMENT SERVICES/

CHIEF BUILDING OFFICIAL

The Township of Central Frontenac is located one hour north of the City of Kingston and a half hour west of the Town of Perth in the heart of the Land O'Lakes Tourist Region of Eastern Ontario.

The municipality is seeking a leader with initiative and positive attitude to join our municipal team as the Manager of Development Services/Chief Building Official.

Reporting to the Clerk Administrator, the successful candidate will be responsible for the administration, planning and management of the planning, building and facilities departments.

The Manager of Development Services/CBO will process applications for building permits, review all construction drawings and perform on-site inspections of all construction, development and demolition activities including issuing of orders 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:

- BCIN (Building Code Identification Number) Qualifications: CBO Legal; House; Small Buildings; Building Structural; Building Services; HVAC House; Plumbing House: Plumbing all buildings; Large Buildings
- Certified Building Code Official designation.
- Successful completion of the Ministry of Municipal Affairs and Housing Examination Program
- Minimum of five (5) years progressive, related and demonstrated experience, with three (3) years' experience at a management level.
- Thorough knowledge of the Ontario Building Code Act, Provincial Offences Act, Accessibility for Ontarians with Disabilities Act, Planning Act, and other legislation affecting municipalities
- Excellent interpersonal, customer service and communication skills
- Must possess valid Ontario Driver's License and satisfactory CPIC

The ideal candidate will have experience and knowledge of the latest software application with the ability to complete computer data entries. The salary range for this position is \$71,475 - \$77,086. A comprehensive benefit package is also provided.

A complete job description is available on the Township's website at www.centralfrontenac.com
Please apply with a detailed resume by **12:00 noon on Friday, September 21, 2018.**

Clearly marked "Confidential – Manager of Development Services/Chief Building Official" to
Cathy MacMunn, AMCT, ACST
Clerk Administrator
Township of Central Frontenac
P.O. Box 89, Sharbot Lake, ON K0H 2P0
Tel. 613-279-2935 Fax. 613-279-2422
cmacmunn@centralfrontenac.com

We thank all applicants for their interest and advise that only those considered for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information will be collected for the principal purpose of determining an applicant's eligibility for potential employment. The Township of Central Frontenac is an equal opportunity employer. Accommodation for an applicant with a disability will be provided upon request.