



The Corporation of The Township of Hilton
2983 Base Line, Hilton Beach, ON P0R 1G0
Tel: 705-246-2472 ~ Email: admin@hiltontownship.ca
Website: hiltontownship.ca

Job Opportunity

Job Title: Chief Building Official

Remuneration: Hourly wage to be commensurate with qualifications, experience and skill. Pension participation to be provided in accordance with Township policies.

The Township of Hilton is seeking a qualified and motivated individual to fill the permanent part-time position of Chief Building Official (CBO).

Key areas of responsibility include administering and enforcing the *Building Code Act, 1992*, the Ontario Building Code, and all other applicable legislation to ensure buildings within the Township meet established safety and regulatory standards.

The successful candidate will plan and coordinate building permit reviews, conduct inspections, ensure compliance with applicable legislation, investigate complaints, and carry out enforcement activities as required. The Chief Building Official will review applications, complete permit file documents, as well as provide professional advice and guidance to Council, staff, contractors, developers, and the public on building-related matters.

Reporting Relationship: Reports to the Chief Administrative Officer (CAO)

Minimum Qualifications:

- Secondary school diploma or equivalent.
- Registered with the Ontario Ministry of Municipal Affairs and Housing in accordance with the *Building Code Act, 1992*.
- Successful completion of the required provincial qualification examinations, including:
 - General Legal/Process
 - Powers and Duties of a Chief Building Official
 - Applicable technical qualification categories.
- Minimum of three (3) years of experience in building inspection, plans examination, or municipal building services.
- Valid Ontario Class G driver's Licence.
- Valid Building Code Identification Number (BCIN).
- Thorough knowledge of:
 - The *Building Code Act, 1992* and Ontario Building Code
 - Applicable law, including municipal zoning by-laws
 - General construction methods and practices.
- Strong written, verbal, and interpersonal communication skills.
- Ability to work independently with minimal supervision.
- Proficiency with computer software and digital record management.

Preferred Qualifications:

- Post-secondary education in building science, engineering, architecture, or related discipline, or equivalent experience.
- Strong analytical, organizational, and problem-solving abilities.
- Ability to interpret complex construction drawings, specifications, legislation, and municipal by-laws.
- Ability to establish and maintain positive working relationships with contractors, developers, consultants, Council, staff and members of the public.

The complete job description is available on the Township website at www.hiltownship.ca.

How to apply: Please submit your resume and cover letter by **Friday, August 21, 2026, 4:00 pm** to:

Sara Dinsdale, CAO/Clerk-Treasurer
Township of Hilton
2983 Base Line, Hilton Beach, ON P0R 1G0
Email: admin@hiltontownship.ca with the subject line "Chief Building Official."

We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted. Candidates are encouraged to advise us of any accommodation measures you may require during the selection process. Information received relating to accommodation needs will be addressed confidentially. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of candidate selection.

The Township of Hilton

Chief Building Official (CBO)

Position Description

1. Position Title/Position Level:

Chief Building Official (CBO)

2. Reporting Relationship:

Chief Administrative Officer (CAO)

3. Authority and Accountability:

Appointed by Council, the CBO exercises statutory authority under the Building Code Act, 1992 and the Ontario Building Code.

The CBO is responsible for ensuring compliance with applicable legislation and may exercise independent judgement in enforcement matters. Decisions made in this role directly impact public safety and municipal liability.

3. Responsibilities and Duties:

- Administers and enforces the Building Code Act, Ontario Building Code, and other applicable law
- Coordinates building permit reviews, inspections, compliance, and enforcement activities
- Reviews building permit applications for completeness and compliance with applicable legislation, zoning by-laws, and municipal requirements
- Calculates permit fees in accordance with current Municipal Fees and Charges By-law
- Issues Building Permits, Orders to Comply, Stop Work Orders, notices, and other enforcement actions as required
- Conducts and/or coordinates required inspections at various stages of construction
- Ensures construction complies with approved plans and applicable legislation
- Maintains accurate records of permits, inspections, and enforcement activities
- Coordinates/schedules inspection requests and maintains an inspection activity log
- Provides guidance and information to property owners, contractors, designers, and the public
- Responds to complaints, conducts field investigations of potential violations, and addresses unsafe building conditions and emergency situations
- Works collaboratively with municipal staff, external agencies, and consultants

- Prepares reports, correspondence, and recommendations for Council and senior staff
- Attends Council meetings as required
- Identifies best practices, legislative changes, and emerging trends in building regulation and recommends improvements
- Ensures confidentiality of sensitive information in accordance with the Municipal Freedom of Information and Protection of Privacy Act
- Demonstrates professionalism, integrity, and respect in all interactions with the public, Council, and staff
- Manages multiple priorities while providing professional and courteous service
- Performs other duties as assigned

Qualifications and Competencies:

- Secondary school diploma or equivalent, with post-secondary education in building science, engineering, architecture, or a related field, or equivalent experience
- Must be qualified and registered with the Ministry of Municipal Affairs and Housing in accordance with the Building Code Act
- Successful completion of required provincial qualification exams, including:
 - General Legal/Process
 - Powers and Duties of a CBO
 - Technical qualifications as required
- Minimum three (3) years' experience in building inspection, plans examination, or municipal building services
- Valid Class "G" driver's licence
- Valid Building Code Identification Number (BCIN)
- Thorough knowledge of:
 - Building Code Act and Ontario Building Code
 - Applicable law framework (including zoning by-laws)
 - General construction practices (structural, plumbing, mechanical, and electrical systems)
- Strong analytical, organizational, and communication skills
- Ability to read and interpret complex plans, specifications, by-laws, and legislation
- Ability to establish and maintain effective working relationships with contractors, developers, consultants, and the public
- Ability to work independently with minimal supervision
- Commitment to ongoing professional development, including training through organizations such as the Ontario Building Officials Association (OBOA)

Knowledge and Skills:

- High level of accountability, reliability, and attention to detail
- Strong interpersonal and customer service skills
- Ability to interpret legislation, technical drawings, and plans
- Effective decision-making and conflict resolution skills
- Ability to manage competing priorities in a small municipal environment
- Must be able to use a computer including email and Microsoft software programs

Working Conditions:

- Combination of office and field work
- Exposure to construction sites and varying weather conditions
- Subject to physical demands including climbing ladders and working in confined spaces
- Exposure to potential hazards and high-risk environments
- Potential for dealing with contentious or confrontational situations
- Required to make judgement calls regarding structural and fire safety risks
- Work may involve evenings and weekends for meetings, inspections, and peak periods
- Flexible work hours required, generally Monday to Friday with additional hours as necessary

Impact of Error:

- Errors in judgement, advice, or interpretation of legislation may result in safety risks, injury, loss of life, or legal liability to the Township
- Inaccurate records or reporting may impact decision-making and municipal operations
- Poor organization or communication may result in delays and negative public relations

Control:

The position is primarily self-directed, operating within applicable legislation, municipal policies, and established policies and procedures.

Direction is provided by Council through policy and by the CAO through administrative oversight.

Reviewed and approved by the Personnel Committee on August 6, 2026.