

Deputy Chief Building Official (Job # 2025-097-IE)

Department:	Development Services
Status:	Full Time, Permanent
Date Posted:	October 21, 2025
Date Closing:	November 4, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	37.5 hours per week
Salary:	\$125,415 - \$156,236 annually
Flexible Working Arrangements:	Yes
Vacancy Reason:	New Position

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

As Deputy Chief Building Official, you'll play a hands-on role in shaping the safety and growth of our community. You'll lead a collaborative team, guide key initiatives, and work closely with stakeholders to keep our services responsive and forward-thinking in a fast-changing industry.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Reporting to the Chief Building Official, this position oversees the operations of the Building Division, which include permit and application processing, zoning administration, plan review, lot grading, and building/septic inspection services. This role ensures compliance with the Building Code Act, the Ontario Building Code (OBC), and all relevant legislation.

You will provide expert and strategic advice to the Chief Building Official, senior management, elected officials, and committees, as well as deliver high-level Building Code advisory services to all stakeholders.

Qualifications and Requirements:

- Post-secondary education in a professional discipline pertinent to the job function combined with relevant management training or experience, or equivalent combination of education and experience.
- Qualified and registered with the Ministry of Municipal Affairs and Housing, in accordance with the regulations for categories: Powers and Duties of Chief Building Official, Small Buildings, Large Building, Complex Buildings, Building Structural, Fire Protection, Building Services, Plumbing All-Buildings and On-Site Sewage Systems.
- Designation as Certified Building Code Official from Ontario Building Officials Association, an asset.
- Extensive experience in enforcing by-laws, the Building Code and other legislation, with experience managing cases under the Provincial Offences Act through the court system.
- Experience in developing, implementing and reporting on key initiatives and programs that support the Building Division and the Town.

- Significant experience in plans review and/or building inspection, including a minimum of four years in a management role within a municipal Building Official enforcement environment, preferably in a growing municipality.
- Excellent interpersonal, communication, project/time management, administrative, analytical problem-solving, and staff leadership and supervisory skills.
- Excellent verbal and written communication skills. Ability to be discreet when necessary.
- Advanced interpersonal skills, with ability to interact effectively with all municipal staff, elected officials, residents, businesses, dignitaries, other government/agencies, and the media; ability to build collaborative working and community relationships, and internal and external alliances.
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files.
- Effective organizational/coordinating and research skills; ability to prioritize work and to work under pressure to meet deadlines.
- Superior customer service orientation with a focus on ensuring effective services; maintain a positive, professional attitude.
- Proficiency in Microsoft Office suite (Outlook, Word, Excel and Power-Point), GIS, internet and intranet; working knowledge of property and data management systems.
- High degree of accuracy, attention to detail and record keeping skills.
- Knowledge of budgeting and financial transaction processes.
- Experience in fostering collaborative work environments and promoting a positive, customer- focused approach among staff.
- Ability to delegate duties appropriately.
- In-depth knowledge of the Building Code Act, including regulations, supplementary standards, and technical design documents. Familiar with related legislation such as the Ontario Fire Code, Planning Act, Environmental Protection Act, Conservation Authorities Act (TRCA & LSRCA), Clean Water Act, Ontario Heritage Act, and Provincial Offences Act. Strong understanding of building/septic design, construction and inspection practices, lot grading, zoning by-laws, municipal processes, health and safety regulations, and current building industry issues.
- Ability to stay abreast of ever-changing legislation in a field subject to constant evolving technological advancements. Ability to deal with creative requests for alternative design solutions that may be very different from the prescriptive solutions found in the OBC.
- Computer literacy utilizing word-processing, spreadsheet, presentation and database software, in an MS Office environment, the Internet, email, and ability to use specialized building permits/inspections tracking systems and software.
- Class G Driver's License in good standing and reliable vehicle to use on corporate business.
- Availability to attend evening and/or weekend meetings or other events, to investigate/trouble- shoot on construction issues or community/builder concerns, or to participate in response to community emergencies as/if required.

How to apply:

Please forward your resume in confidence by **November 4, 2025, at 4:00 p.m.**, identifying **Job # 2025-097-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.