



Mississippi
Mills

EMPLOYMENT OPPORTUNITY

SENIOR BUILDING OFFICIAL, ADMINISTRATION & ENFORCEMENT

(CONTRACT POSITION UP TO 3 YEARS)

The Municipality of Mississippi Mills is located a short drive west of the Nation's Capital and is comprised of the quaint villages of Pakenham, Blakeney, Appleton, Clayton, the township of Ramsay and the friendly Town of Almonte. It boasts some of the province's, and Canada's most famous landmarks and is a natural playground for the outdoor enthusiasts. Mississippi Mills is well renowned for its many festivals and events and is quickly becoming a popular destination for those looking to experience great cuisine, charming unique storefronts and historical landmarks. Abundant with many walking trails, golf courses, lakes and rivers, Mississippi Mills provides the perfect place to live, work and play. We can't wait for you to join our amazing team.

We are currently seeking a Part-time Senior Building Official to join our team. Reporting to the Chief Building Official, the Senior Building Official – Administration & Enforcement will be to carry out the Municipality's mandate under the Ontario Building Code Act and other applicable Municipal By-laws

Hourly rate of \$39.83 - \$48.95(plus 6% in lieu of vacation) – approximately 16 hours per week

Please note, this is a contract position with funding provided by an external agency. The length of the contract is not expected to exceed 3 years; however, may be less depending on decisions made by the external funding agency, which the Municipality does not control.

The ideal candidate will possess:

- ✓ Post-secondary education in construction inspection techniques, plans examination and interpretation and/or equivalent experience.
- ✓ Qualified and registered with the Ministry of Municipal Affairs and Housing (QuARTS) in the following categories: Small Buildings; Large Buildings; Plumbing – All Buildings; Building Services; Building Structural; CBO Legal.
- ✓ Complex Buildings and Fire Protection qualifications are considered an asset.
- ✓ Minimum of five years experience as a municipal building official.
- ✓ Knowledge and understanding of the Ontario Building Code Act, Ontario Building Code, Ontario Fire Code and applicable Municipal, Provincial and Federal laws.
- ✓ Eligibility for membership in the Ontario Building Officials Association and Municipal Law Enforcement Officers Association.
- ✓ Valid Class G Ontario Driver's License.
- ✓ Ability to efficiently and accurately read, interpret and evaluate construction drawings.
- ✓ Excellent communication skills both orally and in writing.
- ✓ Exceptional time management and decision-making skills.
- ✓ Sound working knowledge of computer programs including Microsoft Office and CGIS.

The Municipality of Mississippi Mills offers:

- OMERS Pension
- Professional Development Opportunities
- Employee and Family Assistance Program...and so much more.

For a detailed job description and complete listing of position requirements, please visit the Mississippi Mills website under Jobs at [Jobs | Mississippi Mills](#). We invite qualified candidates to submit a detailed **resumé and cover letter** in confidence to Cyndy Woods, Human Resources at cwoods@mississippimills.ca. The email subject line should include your last name and the position you're applying for no later than **Noon on May 26, 2025**.

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

The Municipality of Mississippi Mills believes that our employees are our greatest strength. We strive to create a culture where all staff feel that they are part of an inclusive environment where differences in thought, perspective, and experience are valued, diversity is celebrated and all people are treated with dignity and respect. We welcome applications from all underrepresented groups. If you require accommodation throughout any part of the recruitment process, please contact Human Resources and let us know how we can assist you.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.