

# THE CORPORATION OF THE TOWN OF KEARNEY

**Job Title:** Deputy Chief Building Official/ Facilities Manager

**Department:** Building & Facilities

**Reports To:** CAO / Clerk & CBO

**Location:** Town of Kearney, Ontario

**Employment Type:** Full-Time, Permanent

**Salary Range:** \$75,000-\$110,000 plus comprehensive benefit package and OMERS

---

## **Position Summary:**

The Town of Kearney is seeking a qualified and motivated individual to serve as the Deputy Chief Building Official (DCBO) and Facilities Manager to add the senior management team. This dual-role position is responsible for overseeing the administration and enforcement of the Ontario Building Code and applicable municipal by-laws, while also managing the maintenance, safety, and operational efficiency of all Town-owned facilities. This is ideal for a senior-level individual who has demonstrated leadership, operational and technical abilities who also understands risk liabilities and uses out of the box thinking when finding solutions to create a positive experience with the Town.

---

## **Key Responsibilities:**

### **Deputy Chief Building Official Duties:**

- Administer and enforce the Ontario Building Code Act and related regulations.
- Review building permit applications, conduct inspections, review plans and issue permits in compliance with legislation.
- Provide technical guidance to applicants, contractors, and property owners.
- Investigate complaints and enforce compliance with building regulations and municipal by-laws.
- Maintain accurate records of permits, inspections, and enforcement actions.
- Prepare reports and attend Council meetings as required.
- Liaise with provincial agencies, engineers, planners, and legal counsel as needed.

### **Facilities Management Duties:**

- Oversee the maintenance and operations of all municipal buildings and facilities, including Town Hall, community centres, public works buildings, and recreational facilities.
  - Develop and implement preventative maintenance schedules and capital improvement plans.
  - Manage facility-related contracts, service providers, and procurement of supplies and equipment.
  - Ensure compliance with health and safety regulations, fire codes, and accessibility standards.
  - Respond to facility-related emergencies and coordinate repairs.
  - Monitor facility budgets and assist with long-term planning.
-

**Qualifications:**

- Certification in Part 9 and CBO legal course (preferably with all required categories).
  - Minimum 2 years of experience in building inspection, code enforcement, plans review
  - Experience in construction would be considered an asset.
  - Experience in facilities management, building maintenance, or asset management.
  - Working knowledge of the Ontario Building Code, municipal by-laws, and facility operations.
  - Strong organizational, communication, government relations, and problem-solving skills.
  - Proficiency in relevant software (e.g., permit management systems, Microsoft Office).
  - Valid Ontario Class G Driver's License and access to a reliable vehicle.
  - Experience in managing employees in a small work environment.
  - Experience in a unionized environment considered an asset.
- 

**Working Conditions:**

- Combination of office work and field inspections.
- Occasional evening or weekend work may be required.
- Exposure to construction sites, weather conditions, and facility environments.