

## **EMPLOYMENT OPPORTUNITY**

### **Chief Building Official, Manager, On-Site Sewage System**

#### **Your Opportunity**

The North Bay-Mattawa Conservation Authority (NBMCA) is a community-based unionized environmental organization. We are dedicated to conserving, restoring, developing, and managing renewable natural resources on a watershed basis, considering human, economic and natural environment needs together in an integrated watershed management approach.

Reporting to the Chief Administrative Officer, the Chief Building Official, Manager, On-site Sewage Systems, is responsible for the NBMCA's Sewage System Program. The role of the Manager is to lead, manage and direct the overall operation and services provided by NBMCA regarding the issuance of on-site sewage system permits, field inspections and re-inspection programs and is responsible for enforcement of the Ontario Building Code and Building Code Act.

The Manager:

- Is responsible for the review and recommendation respecting the issuance of sewage system permits, reviewing existing systems for performance level reduction and Planning Act comments, and adapt to revisions to provincial acts, regulations, by-laws and standards.
- Delivers advice as well as interpretations on regulations, policies and applicable law.
- Exercises powers and performs duties in an independent manner and in accordance with the standards established by the code of conduct
- Provides leadership and strategic direction that will align resources to achieve results, implement and manage changes as necessary, and ensure delivery of Sewage System Permit and Sewage Inspection Services with the high focus on Customer Service.
- Provides technical and professional advice to stakeholders.
- Supervises Building Official, Inspector(s) and Receptionist(s)

#### **Your Qualifications**

- Diploma in engineering technology or environmental sciences or other closely related field.
- Minimum five-year experience working with Part 8 of the Ontario Building Code (OBC)
- Minimum of two (2) years on the job supervisory experience.
- Certification as the Chief Building Official for Part 8 of the Ontario Building Code and Building Code Act.
- Demonstrated ability to work in a fast-paced environment, under pressure, while meeting daily deadlines and maintaining accuracy.
- Ability to work independently as well as in a team environment
- Ability to prioritize workload and to work effectively and efficiently with minimal supervision
- Excellent verbal and written communication skills
- Conflict resolution skills
- Valid M.T.O. driver's license with a clean driving record

**Compensation**

Salary range of \$43.57 to \$50.97 per hour, based on a 35-hour work week

Non-union - Salaried

You will work with a creative, talented and solutions-focused team.

Benefits package and participation in the OMERS defined benefit pension plan.

Free access to Conservation Ontario parks.

**To Apply**

Please send your resume and cover letter no later than June 30, 2025, at 4:30pm (Eastern Standard Time) to:

Email: [carolyn.rodgers@nbmca.ca](mailto:carolyn.rodgers@nbmca.ca)

Attention: Chief Administrative Officer

North Bay-Mattawa Conservation Authority, 15 Janey Avenue, North Bay, ON P1C 1N1

**Our Mission**

The North Bay-Mattawa Conservation Authority provides leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness in cooperation with others.

**Our Vision**

Providing effective leadership in the management of our watersheds where partners and communities are actively engaged in balancing human needs with the needs of the natural environment.

**Our Values**

- **Action:** Establish priorities and undertake initiatives based on desired results, ensuring that actions or decisions are undertaken individually and collectively in an accountable and timely manner.
- **Collaboration:** Work together with our partners and communities to strengthen our approach and create synergy for improving watershed management.
- **Innovation:** Be a leader in science-based integrated watershed management that accommodates taking new approaches to our business.
- **Transparency:** Communicate and share information and ideas using appropriate language and outreach techniques to bring about clear understanding.
- **Integrity:** Ensure that actions or decisions do not compromise our fundamental values or principles.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. NBMCA is an Equal Opportunity Employer in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. NBMCA will accommodate applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.