



**Where you belong.**

## **Manager Building & By-Law Enforcement**

**Wage Range:** \$90,652 – \$107,929

**Job Posting:** 033-041-2026

**Job Class:** 5

**Department:** PWES

**Division:** Building

**Hours:** 35 hours/week

**Status:** Full Time

**Posted:** April 14, 2026

**Closing Date:** April 21, 2026, at 4:30pm

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**Lead compliance. Support safe development. Strengthen municipal standards.**

Reporting to the Chief Building Official, the Manager of Building and By-Law Enforcement supports the strategic leadership, operational oversight, and financial management of the Building Division. Acting with delegated statutory authority, this role helps ensure the effective administration and enforcement of the Ontario Building Code Act and municipal by-laws across the City of Sault Ste. Marie and Prince Township.

This position plays a key role in guiding divisional priorities, maintaining regulatory compliance, coordinating staff and resources, and supporting timely, consistent service delivery in building and by-law functions. As a senior member of the division, the role contributes directly to community development objectives by facilitating efficient permitting, supporting responsible growth, and upholding public safety standards.

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### **What You'll Lead & Deliver**

#### **Leadership & Staff Management**

- Manage and mentor staff in accordance with City policies, including recruitment, training, scheduling, prioritization of assignments, and resolution of disciplinary issues.
- Provide leadership, supervision, and performance management for building officials, by-law officers, and administrative staff to support divisional and corporate objectives.
- Develop and implement work plans, priorities, and performance objectives.
- Perform the duties of the Chief Building Official in their absence.
- Foster a collaborative and customer-focused team culture.

#### **Building Code Administration & Enforcement**

- Manage staff enforcing compliance with the Ontario Building Code Act, municipal by-laws, and other governing authorities to ensure timely inspections, plan reviews, permits, notices, and orders.
- Perform duties in accordance with the applicable Code of Conduct under the Ontario Building Code Act.
- Ensure proper record-keeping and reporting of permits, inspections, and enforcement actions.
- Provide technical guidance and interpretation of building regulations to staff, Council, contractors, and the public.
- Manage complex building-related enforcement issues and appeals.
- Support Fire Services with interpretation and implementation of code requirements to promote consistent enforcement of the Ontario Building Code and Fire Code.
- Respond to public inquiries and complaints and consult with contractors and developers as required.



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#### **By-Law Enforcement & Compliance**

- Direct and coordinate enforcement of municipal by-laws, including property standards and zoning by-laws.
- Authorize work order requisitions to resolve by-law non-compliance through tendered work, where required.
- Review enforcement strategies to support fair, consistent, and effective compliance practices.
- Liaise with legal counsel and assist in the preparation of evidence for court proceedings or tribunals.
- Respond to escalated resident complaints and sensitive enforcement matters.

#### **Strategic Planning, Reporting & Policy Development**

- Monitor trends, legislation, and best practices to support compliance and continuous service improvement.
- Establish policies, procedures, and monitoring systems for application intake, permit issuance, work orders, inspections, and fee collection.
- Assist with preparing divisional policies and procedures, business plans, budgets, and budget monitoring.

#### **Customer Service, Public & Stakeholder Relations**

- Represent the municipality at meetings, committees, hearings, and in court when required.
- Build positive working relationships with residents, contractors, developers, community organizations, and external agencies.
- Ensure inquiries and complaints are handled professionally, transparently, and in a timely manner.
- Promote public education on building and by-law requirements.

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### **What You Bring**

#### **Required Qualifications**

- Two-year college diploma in a related field such as Building Construction, Engineering Technician/Technologist, Architectural Technician/Technologist, Law and Security Administration, Protection/Security & Investigation, or Police Foundations.
- Successful completion of the examination program "Powers and Duties of CBO" as administered or authorized by the Ministry of Municipal Affairs and Housing.
- 10 years of building experience in a municipal environment, including 5 years of leadership experience in building inspection and building code enforcement.
- Provincial designations of qualification for House, Small Buildings, Large Buildings, Building Structural, Complex Buildings, Plumbing All Buildings, Building Services, and CBO Legal.
- Municipal Law Enforcement Officer certifications.
- Valid Ontario Class G Driver's Licence with an excellent driving record.
- Active membership with the Ontario Building Officials Association (OBOA).
- Certified Building Code Official (CBCO) designation.

#### **Knowledge, Skills & Abilities**

- Advanced knowledge of the Ontario Building Code, related legislation, applicable standards, and municipal zoning by-laws.
- Development review experience, including pre-consultation and DART review processes.
- Strong written communication skills, including technical and plain-language correspondence for industry and public audiences.
- Computer literacy in a Microsoft environment, including Excel, Word, and Outlook.
- Strong oral communication, negotiation, mentoring, and conflict-resolution abilities.

#### **Assets**

- Provincial designation of qualification for Detection, Lighting and Power is an asset.



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#### **Required Training**

- Attend training, workshops, and seminars as appropriate and required.
- Maintain CBCO designation through the OBOA Continuing Professional Development Program over a 3-year term.

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#### **Ready to Make an Impact? Apply Today!**

Submit your **cover letter and resume** highlighting your qualifications to:

**Email:** [human.resources@cityssm.on.ca](mailto:human.resources@cityssm.on.ca)

**Subject Line:** 033-041-2026 Manager of Building and By-Law Enforcement

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#### **Our Commitment to Inclusion**

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.

#### **Privacy Notice**

Information collected is in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used solely for the selection process related to this posting.

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#### **Why Choose Sault Ste. Marie?**

##### **Build Your Career Where Nature Meets Opportunity**

##### **Big-City Career, Small-City Lifestyle**

Work on meaningful municipal priorities where your work has a direct impact and you can see results in the community.

##### **An Outdoor Paradise**

- Endless hiking, biking, and paddling trails
- World-class fishing and boating
- Skiing, snowmobiling, and winter adventures
- Access to Lake Superior's rugged shoreline—one of Canada's natural gems

##### **Affordable, Comfortable Living**

Sault Ste. Marie offers significantly more affordable housing compared to major Ontario cities.

##### **A Welcoming, Growing Community**

A friendly community with steady economic growth and expanding sectors including clean energy, tech, public infrastructure, and healthcare.

##### **What The Corporation of the City of Sault Ste. Marie Offers Its Employees**

- Comprehensive health, dental, and vision benefits
- OMERS pension plan with employer contributions
- Paid vacation, Wellness Days, and personal leave provisions
- Access to ongoing training, certifications, and professional development
- Healthy work-life balance and a strong commitment to employee safety