



The City of Kingston – Current Career Opportunity

External Job Posting

Position:	Supervisor, Building Services	Job Code:	NU187
File No.:	J0217-0507	Salary Range:	\$70,324 - \$95,986 / Year
Type of Position:	Full-Time	Closing:	March 24, 2017
Length of Time:			

History and innovation thrive in Kingston, located at the head of the St. Lawrence River and the junction of the Rideau Canal (a UNESCO World Heritage site). A dynamic city with a sound and diversified economic base - consisting of prestigious public institutions, government bodies, leading healthcare and education facilities, significant tourism and entertainment activity, and a large private sector, Kingston offers the quality of life of a smaller community with the amenities of a major centre. The Intelligent Community Forum named Kingston a Top 7 Intelligent Community in 2014.

POSITION SUMMARY

The Supervisor, Building Services will supervise and direct staff in the enforcement of the Ontario Building Code Act & Regulations, Zoning, Fence, Pool, Sign, Property Standards and related by-laws and other applicable laws. Oversee Plan Review and the preparation of permits, and field inspection to assure guidelines are met as mandated under Bill 124, and in accordance with Objective Base Codes. He/she will oversee day-to-day activities and ensure development/permit conditions, city policies, by-laws and other applicable laws are adhered to through routine field reviews.

The Supervisor, Building Services ensures that permits are issued within timeframes required by Ministry Regulations. He/she will also be responsible for interpreting codes for both staff and customers. He/she also trains employees on continuous changes in legislation and reviews training plans to provide staff with the appropriate tools to perform daily activities. The Supervisor will provide land management system support and superior customer service to a large variety of stakeholders throughout the City of Kingston as well as cultivating valuable relationships especially within the construction community.

QUALIFICATIONS, COMPETENCIES

3 year college diploma in Civil, Mechanical or Architectural Technology or a related field;

3 years of experience in enforcement of Ontario Building Code Act and Regulations and related By-laws, Certification as a Building Code Official (CBCO) and Engineering Technologist (CET) or Architectural Technologist (MAATO), including 3 years of experience leading staff;

Certified Property Standards Officer would be an asset;

Budgeting experience in a municipal setting;

Supervisory experience in a unionized setting and knowledge of collective agreements is preferred;

Must possess and maintain a valid class "G" Ontario driver's license;

Completion of the Ministry of Municipal Affairs and Housing and Ontario Building Officials training course is required;

Must obtain and maintain a satisfactory CPIC (Criminal Record Check) at own expense, at time of hire.

Must demonstrate corporate competencies: Customer Focus, Results Orientation, Integrity, and Teamwork.

SKILLS, ABILITIES, WORK DEMANDS

Superior conflict resolution skills;

Exceptional customer service skills;

Ability to communicate effectively;

Strong and effective problem solving;

Strong attention to detail and ability to interpret various legislation and code;

Ability to lead and motivate a team, providing encouragement and continuous training;

Ability to research and analyze complex issues;

Superior project management and organizational skills;

Ability to adapt quickly in response to changing legislation requirements;

Strong computer skills; and

Knowledge of subdivision/site plan development and planning processes, and environmental engineering; engineering principles & standards; design & approval processes; and municipal service delivery (performance budgeting, financial management, etc.).

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Your resume must clearly demonstrate how you meet the requirements of the position. Please upload to your profile, any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position you are applying to. We thank all of those who apply; however, only those selected for further consideration will be contacted. The City of Kingston is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment and selection process. Applicants need to make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.