



JOB POSTING NOTICE

Manager of Inspections – Exempt

Planning and Building Services

Summary:

Reporting to the Manager of Building and Development, the Manager of Inspections is responsible for organizing and managing the inspection of building permits, and building and bylaw complaints, including the issuance of orders and recommending prosecution where necessary. This role performs the duties of the Chief Building Official (CBO) in the absence of the CBO, when required.

Duties and Responsibilities:

- Organize and manage inspection of all construction, alterations and maintenance of buildings to ensure adherence to approved plans and/or applicable standards.
- Organize and manage the inspection of properties to ensure that their use is in conformance with designated by-laws.
- Obtain and execute search warrants as required.
- Recommend issuance of orders and/or prosecution, to obtain compliance, when necessary.
- Supervise staff and provide leadership.
- Develop new procedures or modifications of existing Standard Operating Procedures to improve service to the community.
- Provide liaison with consulting architects, engineers, local construction, home builders associations and the general public.
- Perform other similar and related duties, as required.

Position Requirements

- Three (3) year College Diploma in Civil, Construction or Architectural Technology.
- Demonstrated experience in a similar role.
- Ability to understand and apply various legislations and by-laws (i.e. Planning Act, Building Code Act, zoning by-laws, municipal by-laws, etc.)
- Certification as an Engineering Technologist (C.E.T.) with O.A.C.E.T.T. or an Architectural Technologist (M.A.A.T.O.) with A.A.T.O., as well as a certification as a Building Code Official (C.B.C.O.).
- Ability to lead and motivate a team of technical professionals including sound coaching, supervisory and leadership skills.
- Ability to function with minimal supervision.
- Conflict resolution skills and techniques.

- Excellent organizational skills and sound written and verbal communication skills.
- Strong sense of public service and cooperation.
- Solid record keeping and problem solving skills.
- Membership in MLEO and OAPSO is an asset.
- Experience using AMANDA and the Microsoft Suite of products including Word, PowerPoint and Excel.

Pay Group 9 – Minimum \$75,579 annually; Maximum \$94,473 annually (2017 Rates)

Posting closes: Sunday, May 7, 2017 – 11:59PM

Applications will be accepted online at www.stcatharines.ca/jobs. Please reference the recruitment number **2017-119** in your cover letter. Applications received any other way will not be accepted.

The City of St. Catharines is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.