

## **Technical Lead, Residential Inspections**

The City of Guelph is a vibrant community with over 120,000 people located in the heart of Southern Ontario, just one hours driving distance from Toronto. Set in a picturesque natural setting, Guelph is known for its rich architectural heritage, growing economy and excellent quality of life - all good reasons to consider a career in this beautiful city.

If you are looking to lead in a fast-paced, dynamic work environment where staff are engaged, where your input is valued, where all staff are treated with respect and where your personal growth and development matters, the City of Guelph may be the place for you.

### **Job Summary:**

Resumes are being accepted for the position of **Technical Lead, Residential Inspections** within Building Services, reporting to the Program Manager of Inspection Services. With a focus on quality customer service and continuous improvement, this position will be guided by the goals and objectives of the City of Guelph's Administrative Plan and committed to the Corporate Values of integrity, excellence and wellness. The successful candidate will aid in the achievement of the Community Vision - to be the city that makes a difference.

We are looking for a highly driven, self-motivated and self-disciplined individual who can provide a strong focus on customer service and team building. Experience in the inspection of residential buildings is a requirement. In addition to municipal experience, previous private sector and personal business experience would also be considered valuable.

It would be helpful if candidates have education, experience or strong aptitude in a particular area that could help broaden the strength and balance of the current team. These areas may include, but are not limited to, structural engineering, fire protection engineering, green building, and AMANDA municipal management software, commercial buildings inspections.

### **HOURS OF WORK:**

35 hours per week Monday to Friday, 8:30am to 4:30pm

### **Duties:**

#### **Technical Lead:**

- Positively engage, serve and support the residential building inspection team members.
- Lead the residential inspection team in actively pursuing continuous improvement opportunities in order to enhance customer service and increase efficiency of operations.
- Work with the residential inspection team to optimize opportunities for consistency and shared knowledge within the team and regionally through the local OBOA Chapter.
- Organize regular residential inspection team meetings.
- Provide technical support to team members in relation to the Ontario Building Code.
- Lead implementation of new initiatives and technology within the team.

- Lead responses to customer service concerns related to residential inspections.
- Support and develop relationships with our industry partners including the Guelph and District Homebuilders Association and with site supervisors.
- Support implementation of departmental and corporate initiatives such as the Dormant Permits Program, Legal Procedures Program, Radon Mitigation Program, Shared Rental Housing Program and Customer Service Strategy.
- Provide feedback to Program Manager of Inspection Services of future budgetary, training and other similar needs.
- Lead staff training, development and coaching within the residential inspection team including job shadowing and mentoring programs.
- Support career development planning and succession planning.
- Lead residential team in the development of code change information and inspection checklist updates.
- Recommend and draft new policies, procedures and key decisions related to residential inspections.
- Undertake special projects as deemed necessary by the Building Services management staff.

### **Residential Inspections:**

- Perform building, plumbing and HVAC inspections of all types of residential construction projects under Part 9 of the Ontario Building Code.
- Assist commercial inspectors with inspections of large buildings, as required.
- Perform municipal by-law inspections as required.
- Prepare and issue reports, letters and orders in relation to on-site inspections, as necessary.
- Issue Provincial Offence Notices and Information under the Provincial Offences Act and attend court, as necessary.
- Establish and maintain good positive relationships with the public, professionals and City staff.
- Perform other related duties as assigned.

### **Qualifications:**

- Considerable experience related to the duties listed above, normally acquired through the completion of a 3 year community college diploma program in Architectural Technology or Construction Technology and 4 to 5 years of building construction and/or municipal building department experience working in a similar role. Candidates with an equivalent combination of education and experience may be considered.
- Must be qualified with the Ministry of Municipal Affairs and Housing in the following categories:
- General Legal, House, Small Buildings, Large Buildings, Plumbing – House, Plumbing – All Buildings, HVAC – House and Detection, Lighting & Power. Candidates not possessing all of the above qualifications may be considered if they are willing to become qualified within a reasonable timeframe.
- Accredited with the Ontario Building Officials Association as a Certified Building Code Official.
- Strong team leadership skills with the ability to provide effective work direction, training, guidance and support to staff.
- Must possess a valid "G" drivers licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph

will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.

- Demonstrated knowledge and ability to interpret Codes, By-laws and working (construction) drawings, with a strong understanding of the Building Code Act, Ontario Building Code (particularly Part 9, Division B), Ontario Fire Code and municipal By-laws.
- Experience in Plans Examination would be an asset.
- Strong level of judgment and ability to resolve complex problems related to inspections.
- Must possess strong team skills, customer service and conflict resolution skills.
- Able to prioritize and schedule complex tasks and work independently.
- Proven ability to perform under pressure.
- Must be a reliable self-starter. Able to function with minimal supervision, as well, work as part of a team, and undertake all aspects of the job thoroughly and willingly.
- Have strong organizational skills with the ability to manage multiple tasks in a demanding work environment with excellent prioritization and scheduling skills.
- Must maintain a neat professional appearance.
- Have excellent written and verbal communication skills with the ability to communicate with all levels of staff, contractors, stakeholders and the general public in a courteous professional manner.
- Must possess intermediate computer skills with Microsoft Outlook, Word and relevant software.
- Must have experience with building permit related software (preferably AMANDA).
- Knowledge of the Provincial Offences Act and the Occupational Health & Safety Act.
- Must be able to perform the physical requirements of the job which includes walking, sitting and standing for extended periods of time; climbing, crawling and stooping will also be required on a regular basis.
- A satisfactory Police Record Check and Vulnerable Sector Check would be required at time of offer.

**Rate:**

\$38.79 - \$47.63 per hour

**How to Apply:**

Qualified applicants are invited to apply using our **online** application system by **Friday, April 28, 2017**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.

To access the online application system, please visit the job posting listed on <http://guelph.ca/employment-careers/> and click on the "Apply for this job" icon. Instructions will follow.

The City of Guelph is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to

determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.



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