



SUPERVISOR OF BUILDING SERVICES

Posted: Thursday July 13, 2017

Job Number: E-17-27

Job Type: Full time Permanent, Non-union

Closing Date: Thursday, July 27, 2017

The Opportunity

The Planning and Building Services Department is comprised of two branches: Community Planning and Building Services. The Department's mission is to guide the growth and development of Barrie towards a vibrant, livable and resilient community through development of a strong policy framework for land use decision making and development review services, and to administer and enforce the Ontario Building Code to ensure the safety of the City's residents. The two Branches work together to implement provincial policies, address corporate strategic objectives and apply best practices in land use planning and building practices, and guide development and growth with full support from professional, technical and administrative support staff. Feedback and interaction with a variety of other Departments within the organization, and gained through public consultation, are key to realizing Council and corporate directions, many of which are initiated and commenced through the planning and building processes.

Under the general guidance and direction of the Manager of Building Services, the Supervisor of Building Services is responsible for the supervision of Building Code services and municipal by-laws including plan reviews, site inspections, fee collections, enforcement, and the record-keeping/administration associated with these functions. Specifically, this position supervises the issuance of permits for the construction, renovation, change of use, and demolition of buildings within the City of Barrie, reviews inspections, advises on condition notes, and supervises the laying of charges when legislation is contravened. Overall, this position plays an integral role in ensuring that the construction, renovation, change of use, and demolition activities of buildings within the City of Barrie are properly examined and inspected prior to construction to provide and maintain a level of quality that complies with the Building Code Act, Ontario Building Code, applicable municipal by-laws, and development agreements in order to protect public health and safety while ensuring efficient construction within the City of Barrie.

Our Culture and Qualifications of the Job

Corporate Culture

- Your workplace values align with our corporate values of **Strive, Share and Care** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community

Education (degree/diploma/certifications)

- Three (3) year College Diploma in Civil Engineering Technology, Architectural Technology, business administration or related discipline
- Registered Building Official with the Ministry of Municipal Affairs and Housing (MMAH)
- Valid Building Code Identification Number (BCIN) from the Ministry of Municipal Affairs and Housing (MMAH)
- Qualifications in the following categories as defined under Part 3, Division C of the Building Code from the Ministry of Municipal Affairs and Housing (MMAH):
 - General/Legal Process

- Small Buildings;
- Large Buildings;
- Building Services; and
- Building Structural.

Experience

- Three (3) years performing duties related to the above mentioned major responsibilities including two (2) years experience in a supervisory and/or leadership role

Knowledge/Skill/Ability

- Working knowledge of the following legislation, regulations and/or requirements:
 - Building Code Act
 - Building Code
- Basic knowledge of the following legislation, regulations and/or requirements:
 - Municipal Act
 - Planning Act
 - Development Charges Act
 - Occupational Health and Safety Act
- Demonstrated ability to:
 - perform in a manner which is consistent with corporate goals, vision, mission, and values
 - develop, promote and maintain effective relationships with internal and external stakeholders
 - align department programs/services with division and corporate goals, objectives, and initiatives
 - lead staff in achieving objectives, and encourages others to work in manner that will meet or exceed the desired objectives or results
 - set priorities, meet deadlines, and manage work demands
 - maintain a high standard of public relations at all times
 - think and act strategically in a political and community service environment
- Basic computer literacy utilizing Microsoft Office Suite (Access, Excel, PowerPoint, Outlook and Word) and permit tracking software
- Intermediate written communication, oral communication, interpersonal, and organizational skills

Other Important Information

Location: City Hall, 70 Collier Street, Barrie

Hours: The normal hours of work are 40 hours per week, Monday to Friday, 8:30 a.m. to 4:30 p.m., however some non-standard hours may be required

Wage: This is a Level 12 position on the Non-Union Pay Scale with a 2017 pay range of \$86,043.44 to \$109,838.06 per year (\$41.37 to \$52.81 per hour).

Benefits: This position includes a comprehensive non-union benefit plan, including but not limited to extended health and dental coverage, life and accident insurance, paid vacation and sick days, short/long term disability plans, OMERS pension plan, discounted rate for City Fitness Memberships and much more

The Application Process

Please submit your resume electronically by quoting file # **E-17-27 Supervisor Of Building Services** in the subject line (*MS Word or pdf format only*) to email Human.ResourcesJobs@barrie.ca by Thursday, July 27, 2017.

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's [Education Equivalency Procedure](#) to determine if you may qualify for equivalency. Further information is available at www.barrie.ca/JobOpps.

- Position Equivalency Code: E

Please note that verification of educational credentials will be required at the interview stage of the selection process.

The City of Barrie is an equal opportunity employer and 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.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for the purpose of candidate selection.

We thank all applicants and advise that only those selected for an interview will be contacted.