

CITY OF YELLOWKNIFE
JOB DESCRIPTION

January 2019

POSITION TITLE: Manager, Building Services

POSITION NO: #220-107M

DEPARTMENT: Planning and Development

DIVISION: Building Services

LOCATION: City Hall

SUPERVISOR'S TITLE: Director, Planning and Development

SUMMARY OF THIS POSITION

Under the general direction of the Director of Planning and Development, the incumbent is responsible for the administration, implementation and operation of the Building Services Division. Through regular consultation with the staff members subordinate to this position, assistance is rendered in the development, formulation and administration of policies and programs to ensure the operational objectives of the City are met. This includes areas pertaining to the design, construction and occupancy of new buildings, and the alteration, re-construction, demolition, removal, relocation and occupancy of existing buildings.

OUTLINE OF DUTIES

- Manages all areas of responsibility within the Building Services Division by:
 - Supervising and coordinating Building Services personnel in fulfilling the functions and duties of the division.
 - Providing professional expert advice related to development, building construction/safety, and other related matters to senior staff, other government agencies, professional organizations, consultants, and the general public.
 - Providing a leadership role in facilitating appropriate participation in the formulation of Council policy relative to safety and public interest, including energy efficient building standards through a working knowledge of modeling software and the principles of green building embodied in the current version of the Natural Resources Canada Energy Rating System as well as leading trends in energy and environmental design.
 - Developing on an annual basis goals and objectives for the division.
 - Assisting the Director in the formulation, development and administration of policies and programs to ensure the goals & objectives of the divisions are met.
 - Reviewing and making amendments to applicable City By-laws when required.
 - Representing the interest of the jurisdiction to the Director of Planning and Development.

- Ensuring the division works with the other City departments to ensure continuity.
 - Preparing and monitoring a budget for the division both on an annual and long term basis, including doing regular variance reports as outlined in City policy.
- Manages the Building Services Division staff which is done by:
- Delegating and scheduling workloads to ensure that divisional responsibilities and deadlines are met;
 - Meeting regularly with staff to review ongoing activities and monitor performance.
 - Providing direction and training to staff, including onboarding and orientation to new employees.
 - Participating in recruitment of positions for the division in conjunction with Human Resources.
 - Performing regular performance evaluations and probationary evaluations as required.
 - Advising on methods and procedures to improve staff performance; and
 - Instituting and carrying out disciplinary procedures as required in consultation with the Director and Human Resources.
- Other related duties as may be required by the Director.

SPECIFICATIONS

Knowledge, Education and Experience

The position requires a university degree such as Engineering, Architect or other related education, a minimum of five years of experience in the building services field and certification as a Level 3 Building Official in a Canadian jurisdiction. Sound knowledge and experience in all areas of building construction, plumbing and mechanical trades is essential. In addition, the incumbent must possess a thorough knowledge of the municipal legislation, acts, regulations, codes and standards related to all types of development and building construction. Specifically, this includes knowledge of the National Building Code, Canadian Plumbing Code and all standards and codes relating to heating ventilating and air conditioning installations.

Furthermore, the work requires a minimum of 3 to 5 years of managerial experience, including a good knowledge of municipal government, budgetary control and personnel practices. The work requires strong communication skills including excellent writing and presentation skills. The job requires making public presentations as well as presentations to Committees of Council so the incumbent must have the ability to make varied types of presentations. Must have the ability to draft technical documents as well as prepare presentations. Conflict resolution skills are required.

RESPONSIBILITY

Decision Making

Decisions made by the incumbent and recommendations to the Director have a direct impact on quality of the programs and services delivery in the City. Failure to exercise proper judgment may result in unnecessary expense to the owner/contractor and possible expense to the City, as well as embarrassment and loss of goodwill and credibility. Policy decisions must take into account the effect they will have on owner/contractor, and the manager will play an integral part in negotiations that are called for.

Contacts

Frequent contacts are required within municipal, territorial and federal government officials as well as the general public. Ongoing external public communications are crucial to the functions of the division and must be carried out in an open and diplomatic manner. The incumbent represents the department at meetings with groups where building construction policy or advice is required. The manager carries the responsibility of reporting and justifying policies on the division's behalf.

Public Sensitivity

Matters dealt with are often of a sensitive nature. Tact, discretion, and a high level of accuracy are required in carrying out the work. The manager must be conscious of public opinion and sentiment within the community and be able to respond and react to controversial issues. Many issues related to building services have financial impact on owners and contractors and could be of a sensitive nature.

Supervision

The position requires management of divisional staff and supervision of consultants and contractors on a project specific basis.

EFFORT

Mental

Work problems encountered are frequent and complicated, requiring a high degree of analysis and mental effort. Non-routine and complex problems must be solved at his level by research

and reference to various sources of information. Many recommendations or decisions involve undertaking research and involve the safety and well-being of the public.

Physical

There is minimal physical exertion required for this position as it is in an office setting. Proper ergonomic principles are to be followed to minimize any injuries. The manager may be required to do some onsite construction inspections and must wear proper personal protective equipment (PPE) in those instances.

I have read and understand this job description. The Human Resources Division has informed me that it is a general description of the duties and responsibilities and qualifications required for my position, which forms the basis for my classification level and against which my performance will be evaluated.

Employee's Signature

Date

Department Head's Authorization

Date

Human Resources' Authorization

Date

City Administrator's Authorization

Date