

Plans Review Supervisor (Job # 2019-031-IE)

Department:	Development Services
Status:	Full-Time, Permanent
Date Posted:	February 4, 2019
Date Closing:	February 22, 2019, 4:30 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	37.5 hours per week, 8:30 a.m. to 5:00 p.m., Monday to Friday
Salary Range:	\$ 76,637 - \$ 93,223 per year (based on 2018 rates)

Position Purpose:

Reporting to the Deputy CBO/ Building Engineer, the Plans Review Supervisor, with strong plans review experience, will be responsible for protecting the health, welfare and safety of all persons using both large and small buildings. Scope includes ensuring compliance with the Ontario Building Code and Act by reviewing plans, and supervising staff also performing plans review work, in respect to; architectural, structural, fire protection, plumbing, heating, ventilation, mechanical, and electrical systems. Other regular assigned duties include responding to public inquiries, documenting correspondences, using Microsoft Outlook (e-mail) and proprietary based software, preparing reports, and related tasks.

Qualifications and Requirements: The successful candidate must be initially BCIN (Building Code Identification Number) qualified with the MMA (Ministry of Municipal Affairs) in the following categories: General Legal (Powers & Duties of an Inspector), Building Services, Detection Lighting and Power, Building Structural, Large and Small Buildings. Within three years of employment the job applicant agrees to further obtain: Plumbing-All Buildings, Powers & Duties of CBO, and On-Site Sewage (compensated for successful exams/training). Must have superior working knowledge of the Ontario Building Act, Ontario Building Code regulations, Applicable Law, Occupational Health & Safety Act and other relevant legislations. Applicants must also have:

- College degree/diploma (3 years) in Architecture, Engineering, Building Science or another a suitable education coupled with a combination of more than six (6) years directly related experience, of that, at least 4 years being spent in a Code enforcement environment.
- Supervisory experience is an asset, but not required.
- Superior knowledge of architectural, structural, mechanical/plumbing and electrical design, with an excellent understanding of construction systems and life safety design.
- Proven ability to read, comprehend and interpret every type of commonly submitted construction plan/document.
- Ability to exercise discretion and good judgement when handling confidential/sensitive information accompanied by the ability to communicate controversial matters with individuals.
- Advanced interpersonal skills, with the ability to interact effectively with all public, contractors, professional designers, builders, municipal staff, elected officials, residents, and other agencies.
- High degree of accuracy, attention to detail and record keeping skills.
- Computer proficiency using Microsoft Office (Word, Excel), internet research skills and specialized software.
- Valid Class "G" driver's license and reliable vehicle to use for Town business.
- Ability to attend evening meets and/or work overtime during peak periods.

How to apply:

Please forward your resume in confidence by **February 22, 2019 at 4:30 p.m.**, identifying Job # 2019-031-IE – Last Name, First Name in the subject line to hr@townofws.ca. Please ensure your application is saved in one single document.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. As we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.