

## Supervisor, Plans Review



<b>Job Title</b>	Supervisor, Plans Review
<b>Employer</b>	City of Markham
<b>Location</b>	Markham, ON, CA
<b>Salary Range</b>	CAD 81, 799.00 To 96, 241.00 Annually
<b>Worker Category</b>	Regular, Full-time

The City of Markham is a dynamic and change-oriented leader among Canadian municipalities. The recipient of multiple environmental awards, we are recognized for our innovative sustainability and urban planning initiatives as much as for our fiscal accountability. More than 320,000 residents call Markham home and benefit from our rich heritage, culturally diverse environment, vibrant local economy and focus on quality of life.

Applications are now being received for the above position in the Building Standards Department, Development Services Commission. To apply for this position, please submit your resume and cover letter online by **March 28, 2019** at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=04bf51f8-d2dd-4641-ba92-183522f6e8b3&jobId=285960&lang=en\\_CA&source=CC3&cclId=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=04bf51f8-d2dd-4641-ba92-183522f6e8b3&jobId=285960&lang=en_CA&source=CC3&cclId=19000101_000001)

The supervisor of Plans Review is responsible for the efficient direction of staff, acts as a resource, provide technical assistance and ensures permit application review and permit issuance are performed so as to achieve compliance with the Ontario Building Code, Building By-Law and all other Applicable law. The Supervisor of Plans Review assumes the responsibilities of the Manager of Plans review in his/her absence.

### Roles and Responsibilities

- Supervises and provides direction for the Plans Examiners to ensure that permit review and issuance are performed according to established procedures and within legislated timelines.
- Provides recommendations to and assists the Manager of Plans Review in the development of departmental policy, procedures and alternative solutions.
- Prepares work schedules, manages attendance, assigns duties to staff, establishes priorities, participates in staff hiring, monitors and evaluates staff performance, recommends discipline, train and develop staff.
- Where applicable, accurately reviews assigned permit applications in accordance with departmental practices and service levels and ensures that permit documents within the scope of responsibility are in compliance with the Ontario Building Code, Building By-Law and other Applicable Law prior to permit issuance
- Audits permit applications, approved drawings, deficiency items, fees collected and other Building Services on a regular basis in order to ensure that proper procedures have been followed.

- Trains and advises staff in code related work, responsibilities, by-laws, procedures and other applicable law.
- Resolves issues which may develop between staff, customers and/or design professionals and acts as an intermediary at the request of the Manager of Plans Review.
- Supervise up to 10 full time and 1 to 3 part-time (contract) staff to ensure plans review service levels are maintained.
- Liaises with the Supervisor of Permit Administration and the Supervisor of Zoning in the development of departmental policy and procedures.
- Undertake special projects and assignments

## Requirements

- Post Secondary Education in Architectural Technology, Architecture, Planning, or a related discipline
- Five to seven years experience in building code enforcement, examination or interpretation with a minimum 2 years of supervisory experience.
- Qualified in General Legal/Process, On-Site Sewage Systems, Plumbing All Buildings, Small Buildings, Complex Buildings, Building Services, Building Structural.
- **Service Excellence:** Leads and supports staff in meeting or exceeding service standards when interacting with customers.
- **Change & Innovation:** Effectively implements change and supports and involves staff through change transitions.
- **Teamwork & Relationship Building:** Leads and supports staff in working together collaboratively, fosters teamwork and inclusion, and cultivates relationships.
- **Communication:** Models active listening and clear communication, and supports staff members in communicating effectively.
- **Accountable Results Oriented:** Role models ethical behaviour and accountability; clarifies expectations, policies and legislation and supports staff in meeting them.
- **Management & Leadership:** Supports a positive work environment, develops and enables staff, sets clear expectations, provides regular feedback, and addresses performance.

The City of Markham is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants who apply, only those selected for an interview will be contacted.

Please respect our scent free area by not wearing scented products when visiting the office.