



POSITION VACANCY

Call Number:	2019 - 32
Position:	Building Services Analyst
Type of Vacancy:	Permanent
Work Schedule (hours & days):	Monday to Friday (35 hour work week)
Location:	City Hall
Salary Range:	\$68,683 to \$85,854
Date Posted:	April 18, 2019
Closing Date:	Wednesday, May 8, 2019 at 4:30 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (Select '**Careers and Employment**' icon). Applications must be submitted online and will be accepted until 4:30 p.m. on **Wednesday, May 8, 2019**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION
Planning, Building and Development

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Building Services Analyst

POSITION SUMMARY: Coordinate the delivery of high quality customer service and develop and implement best practices for efficient and effective service delivery. Responsible for staff training, prepare and analyze statistical reports, administer Land Manager and provide administrative functions.

DIVISION: Building Services

RESPONSIBLE TO: Chief Building Official

SUPERVISES: Municipal Enforcement Clerk (2), Building Services Clerk (2) and General Clerk 1

RESPONSIBLE FOR:

1. Develop, review and implement standard operating procedures. Interpret policy and procedures, analyze data affecting operations, assess and recommend changes to the CBO as to efficiency of existing services, systems, processes and procedures. Ensure quality standards are met and maintained.
2. Provides direct front line supervision and is responsible for providing operational work assignments, guidance, discipline, and performance evaluations for staff.
3. Generate weekly, monthly and annual statistical reports for tracking. Monitor building permit pick up, permits that have not commenced construction within 6 months of permit issuance or work that has been suspended for more than one year including any reminder notices.
4. Provide Land Manager and zoning training to staff and oversee the administrative functions to ensure the work is complete in accordance with policies and procedures.
5. Coordinate and schedule in-house and external training courses, seminars, hotel accommodations, etc.

6. Responsible for record management of: permit files, security deposits, subdivision files, site plan files, consent files, developments requiring comments by the CBO, and archived documents as per retention by-law.
7. Responsible for timekeeping and coordinates staff time off requests. Coordinates schedules for staff coverage for breaks, lunch, time off and training.
8. Assists the CBO in updating the schedule of fees for permit classes, deposits, Municipal and Regional development fees and ensures the Building Division city website is up to date, and ensuring that the Ministry of Municipal Affairs and Housing qualifications for building staff are current and up to date.
9. Coordinate the processing of: purchase orders, major construction contracts and schedule construction meetings as required and ensure copies of contracts are delivered to the City Clerk. Responsible for purchasing and tracking of office supplies expenses.
10. Responds for general inquiries, in person or by phone, retrieve construction drawings, research freedom of information request, follow up, and process 911 address sign requests.

POSITION REQUIREMENTS:

Minimum two year College Diploma in Business Administration or Computer Science.

At least three (3) years' experience in Municipal environment.

Proficient in word processing, spreadsheet and database applications.

Process mapping, analytical, problem solving and report writing skills an asset.

Revised: January 11, 2019