

## **Plans Review Supervisor**

**(Job # 2019-056-IE)**

**Department:** Development Services  
**Status:** Full-Time, Permanent  
**Date Posted:** May 10, 2019  
**Date Closing:** **May 31, 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:** \$ 77,787 - \$ 94,621 per year

### **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 MMAH (Ministry of Municipal Affairs and Housing) 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 will be considered as 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, understand and interpret every type of commonly submitted construction plan and 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 (compensated for mileage).
- Ability to attend evening meets and/or work overtime during peak periods (compensated with lieu-time).

### **How to apply:**

Please forward your resume in confidence by **May 31, 2019 at 4:30 p.m.**, identifying Job # 2019-056-IE – Last Name, First Name in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca). Please ensure any covering letter & resume is saved as 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. Lesser qualified individuals may be considered for a Senior Building Official position with the possibility of growing into the position of Plans Review Supervisor.**