



Posting Id	194
Department	Planning and Regulatory Services
Division	Regulatory Services
Job Grade	Admin Grade 08
Rate of Pay	\$120,764.00 - \$140,078.00 Annual
Job Type	Full Time
Replacement/New Position	Replacement
Posting Type	Internal and External
Posting Date	08/09/2019
Application Deadline	08/23/2019

## Manager Plans Review and Compliance

### Position Summary

Reporting to the Director, Regulatory Services/CBO, the Manager, Plans Review and Compliance will provide sectional leadership and guidance to the plans review team to promote an environment of exceptional customer service. You will implement and promote the City's strategic plan and foster a culture of innovation, engagement, collaboration and respect.

### Key Duties and Responsibilities:

- Lead the plans review team in the issuance of all building permits.
- Assist in the resolution of plans examination issues related to the Ontario Building Code (OBC), and zoning issues related to the zoning by-laws
- Provide direction to staff regarding the City's interpretation and enforcement on Building Code and zoning matters
- Set priorities and goals for building permit and zoning reviews
- Assess staffing needs to ensure reasonable turn around times for permit issuance are maintained.
- Discuss building permit process with owners, builders, developers, architects and engineers as required in relation to Site Plan Agreements and Subdivision Agreements
- Participate in industry development of the Code , standards and innovation construction systems
- Interpret and analyze compliance alternatives and alternative measures where OBC regulations are unable to be met to determine acceptable solutions
- Develop and implement policies and procedures for consistent interpretation of OBC and zoning issues and equitable application of other related standards and bylaws
- Leads the sectional priorities, development and management of staff to ensure efficient delivery of services while encouraging creative thinking and the development of innovative solutions
- Responsible for sectional budget preparation and monitoring

### Education and Experience

- Degree in Architecture, Engineering (Structural, Civil, Mechanical) or related discipline
- MMA, CBCO, OBOA is required
- 7 years progressively responsible experience

### Required Skills/Knowledge

- Proficient in Microsoft Office Suite, PALIS, OnPoint
- Knowledge of and experience interpreting and applying the Ontario Building Code Act and Regulations, OHSA, Municipal By-Laws, and related legislation
- Conflict resolution skills
- Manages organizational change through strong leadership and communication skills
- Ability to work independently, combined with well-developed organization and time management skills and the ability to deal effectively with tact, courtesy, discretion and diplomacy with all levels of staff and the public
- Demonstrates and encourages perseverance and resilience in difficult times
- Demonstrates strong written and verbal communication skills
- Encourages innovative thinking and new ideas
- Proven ability to oversee and manage budgets
- Demonstrates and encourages excellent listening skills and different points of view
- Ensures that objectives and accountabilities are clearly communicated within the department
- Empowers staff to support a culture of learning, mentoring, and sharing
- Must be and willing and able to transport yourself to City work sites as required (mileage compensated).
- Demonstrate the City's corporate values of service, collaboration, care, and courage

### Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.