

Job Title: Director Building Services

Competition Number: DEV-36-19	Department: Development & Emergency Services
Posting Category: Open	Division: Building Services
Job Type: Full-Time	Affiliation: Managerial
Site:	Location: CA-ON-Thunder Bay
Min: CAD \$105,676.51/Yr.	Max: CAD \$124,325.32/Yr.
Pay Band: 13	Number of Positions: 1
Effective Date: February 3, 2014	Supersedes Date: May 23, 2008
Posted Date: August 30, 2019	Post End Date: September 23, 2019

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources & Division should you be the successful applicant. If a Criminal Record Check is required it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

Application forms must reference the competition number and be submitted to Human Resources by 11:59 p.m. on the closing date.

POSITION SUMMARY: Under the direction of the General Manager and as the Chief Building Official, is responsible for providing strategic leadership and direction that contributes to the effectiveness of departmental and city-wide initiatives, programs and services within the legislative and strategic area of building services; responsible for the overall strategic management, direction and operation of the Building Services Division, which provides information and guidance relative to construction-related matters and is responsible for the interpretation and enforcement of the Ontario Building Code through the review of construction plans prior to the issuance of a building permit, the inspection of construction projects, and the issuance of orders and laying of charges where voluntary compliance is not forthcoming.

CORPORATE RESPONSIBILITIES:

1. The Director Building Services shall be the Chief Building Official for the City of Thunder Bay.
2. Exercises powers with respect to the enforcement of the *Building Code Act* and its regulations and performing duties in accordance with the standards established by the applicable code of conduct.
3. Maintains thorough knowledge of relevant legislation, regulations, and by-laws governing Municipal operations.
4. Attends Committee of the Whole and City Council meetings, as required, advising on matters relating to building services.
5. Attends EMT as an alternate for the General Manager; participates as a member of the Development Committee.
6. Determines compliance with the City's Zoning By-law and all other applicable laws in relation to building matters.
7. Oversees and/or participates in the review of permit applications, issues permits or responds appropriately regarding the non-issuance of permits; performs field inspections for compliance with the Ontario Building Code and other applicable law, and takes appropriate action with respect to enforcement.
8. Responsible for Corporate budgets relating to the scope of authority.

DEPARTMENTAL RESPONSIBILITIES:

1. Participates, as a member of the Development & Emergency Services Department Management Team by providing input into Department organizational and operational reviews, human resource management, budget issues, technical matters and major issues management. Also participates by providing input into the identification and development of Departmental policies, strategic initiatives, projects, and priorities.
2. Represents the Department on various committees and cross-functional teams.
3. Acts for and/or represents the General Manager as required.

DIVISIONAL RESPONSIBILITIES:

1. Manages the direction and the day-to-day operation of the Building Services Division.
2. Develops, plans, and implements short- and long-range Divisional goals and objectives consistent with the Department's strategic initiatives, projects, and work priorities, ensuring the highest level of service possible within available funding.
3. Develops, administers, and maintains Divisional policies and procedures consistent with Corporate and Departmental objectives.
4. Develops and administers the annual operating and capital budgets for the Division; approves expenditures, monitors revenues, and manages budgets in a manner consistent with the Division's operating objectives while maintaining optimum cost-benefit relationships.
5. Initiates studies and investigations affecting normal Divisional operations in order to enhance and improve upon existing methods of operation.
6. Assesses short- and long-term Division staffing requirements; makes recommendations for amendments to complement and organizational structure, leads recruitment processes, and makes effective hiring decisions.
7. Manages Divisional staff in the areas of staff development, performance management/review, coaching/mentoring, health and safety, collective agreement administration, and discipline and termination decisions.
8. Prepares information, reports, letters, and memoranda to the General Manager, City Manager, Mayor, and Members of Council; attends Council/Committee meetings, public hearings, community and other public meetings as required; makes presentations and provides recommendations on matters pertaining to the Division.
9. Liaises with and responds to inquiries from internal divisions/departments, other municipalities and levels of government/agencies and various community leaders, builders, the development community and other groups and organizations; maintains appropriate media relations on issues relating to the Division.
10. Performs such other related duties as may be assigned.

QUALIFICATIONS:**Education/Experience:**

- Degree in a building construction-related discipline and registration as a professional engineer or architect together with eight years' progressively responsible management experience, preferably in a municipality and in the area of building services; or
- Diploma in a building construction-related discipline and registration as an engineering or architectural technician or technologist together with twelve years' progressively responsible management experience, preferably in a municipality and in the area of building services
- Successfully completed the examination program "Powers and Duties of CBO" as administered or authorized by the Ministry of Municipal Affairs and Housing;
- Experience in a management capacity in a large, unionized, government or private sector organization
- Experience in business management, planning, budgets, and finance
- Experience in the various components of human resource management
- Knowledge of and ability to interpret applicable legislation and related regulations, municipal by-laws, codes, and standards

Skills/Abilities:

- Superior ability to communicate effectively and concisely, both orally and in writing
- Superior ability to deliver presentations to a variety of audiences and to skillfully handle on-the-spot questions from senior officials, members of City Council, special interest groups, and the media
- Ability to establish and maintain effective working relationships with members of City Council, private and public officials, subordinates, co-workers, and general public
- Ability to identify, understand, and meet/exceed the requirements of internal and external customers
- Ability to think and act strategically in a public sector environment, including the ability to conceptualize and implement departmental change strategies
- Excellent project/time management, analytical/critical thinking, problem-solving, and decision-making skills
- Proven acumen in business and financial management, with the ability to improve Divisional effectiveness and efficiency through the management and utilization of human, financial, and physical resources
- Strong leadership skills, including the ability to direct, motivate, evaluate, and recognize staff; proven ability to share skills and knowledge with others
- Proven conflict management abilities and mediation skills
- Proficiency with office computer equipment and software
- Competent within the meaning of the *Occupational Health & Safety Act*

Assets:

- Experience with SAP software
- Knowledge of the functions of the City's departments, outside boards, agencies, and local community groups

CONDITION OF EMPLOYMENT:

- Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC)
- Must work and attend meetings outside regular working hours
- May be required to travel to various work locations from time to time and provide own transportation
- Must maintain any and all certifications required by the Province of Ontario to perform the duties associated with this position