



Job Title	Manager Inspections
Posting Id	407
Department	Planning and Regulatory Services
Division	Regulatory Services
Section	Inspections
Shift	Monday to Friday
Job Grade	Admin Grade 08
Employee Group	Admin
Rate of Pay	\$122,817.00 - \$142,459.00 Annual
Job Type	Full Time
Replacement/New Position	Replacement
Posting Type	Internal and External
Posting Date	01/20/2020
Application Deadline	02/14/2020

## Manager, Inspections

### Position Summary

Reporting to the Director, Regulatory Services/CBO, the Manager, Inspections will provide sectional leadership and guidance to the building inspection team. You will implement and promote the City's strategic values and foster a culture of innovation, engagement, collaboration and respect. You will oversee and manage all aspects of building inspections within the City to ensure compliance with the Ontario Building Code and other related legislation.

### Key Duties and Responsibilities:

- Lead the inspection team in the enforcement of the Ontario Building Code.
- Liaise with the Supervisor, Building Inspections regarding the team's activities, and provide guidance as required
- Provide expertise and guidance to the public within the building department's parameters
- Monitor all aspects of the section's operations
- Provide backup support to the Plans Examination section as required
- Coordinate with other departments as necessary
- Ensure section staff is up to date with all education, training, including construction safety certifications.
- Coordinate building code related prosecutions
- Liaise with risk management regarding legal issues involving the building department
- Contribute to CBO's workplan, and edit accordingly
- Develop policies, procedures and guidelines for CBO approval
- 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

- Diploma in Architectural Technologist, Engineering Technologist
- BCIN certified in all major disciplines is required
- MAATO, CET, CBCO, PEO, OAA is an asset
- Sewage Certificate is an asset
- Additional trade certification is an asset
- 7 years progressive experience

### Required Skills/Knowledge

- Proficient in Microsoft Office Suite, PALIS
- Experience enforcing by-laws, Building Code, and other legislation or regulation
- Customer service skills, exceptional negotiation and problem solving skills
- Knowledge of the legal process in relation to building inspections
- Knowledge of construction best practices
- Working knowledge of Ontario Building Code, OHSA, and other related legislation or regulation
- 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).
- Regular office environment with occasional site visits required
- Demonstrate the City's corporate values of care, collaboration, courage and service

### 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.