



Help us get there.



We're building change in Brampton.

The urban centre we serve is one of the youngest, fastest growing, most diverse cities in the country. We're aiming high and thinking big, to position Brampton as an emergent global city of the future.

Leaders in our organization understand success requires passion, creativity and agility. We value progress over process. We hold each other accountable. We are a team who is engaged, excited and empowered to deliver results for Brampton.

Exciting things are happening at the City of Brampton. Take a look at what employees are working on related to our [Term of Council Priorities](#) moving us forward towards [The Brampton 2040 Vision](#).

SUPERVISOR, PLANS & PERMITS

POSTING NUMBER: 104116

HIRING SALARY RANGE: \$92,190.00 - \$103,714.00 PER ANNUM

MAXIMUM OF SALARY RANGE: \$115,237.00 PER ANNUM

AREA OF RESPONSIBILITY:

Reporting to the Manager, Plans and Permits, this position is responsible for the supervision of Plans Examiners; monitors the plans examination program to ensure proper and consistent application of technical standards and divisional standard practices; makes recommendations for improvements in procedures, methods and policies.

- Responsible for the day-to-day implementation of procedures, policies and regulations for building plans review process.
- Provides guidance to and leads plans examiners in the implementation of their duties.
- Plans, prioritizes, assigns projects to plans examination staff based on qualifications and experience.
- Conducts periodic evaluations of plans examiners' review of permit applications and drawings for completeness, technical accuracy and ensures consistent quality standards are upheld.
- Responsible for the training of new plans examiners.
- Monitors the plans examination tracking (AMANDA) program.
- Prepares reports and summaries for complex projects and projects with technical or regulatory issues.
- Interacts with designers, contractors, homeowners, internal and external agencies (Public Works, Development Engineering, Planning, Fire Department, Region of Peel – Public Works, Conservation Authorities, etc.).
- Responds to enquiries regarding the time frames with respect to the issuance of permits.
- Advises the public and professionals with respect to the building code, building code interpretations, by-laws, development review process and other related enquiries.

- Responds to enquiries related to Plans Examiners' code interpretations for permit submission.
- Participates in the recruitment process for Plans Examiners and provides input.
- Assists Manager of Plans and Permits in the preparation and maintenance of standard practices.
- Maintains and updates current knowledge, skills and professional certification to meet organizational and provincial standards.

SELECTION CRITERIA:

- Degree in Engineering or Architecture or Diploma in Engineering or Architectural Technology.
- Successful completion of the provincial qualification programme in the following categories: Legal Processes, Small Buildings, Large Buildings, Building Structural, Complex Buildings and Building Services. Working towards completion of Plumbing – All Buildings.
- Minimum of 5 years in a building code enforcement capacity or related construction regulatory environment.
- Managerial/supervisory experience in a related field is preferred. Proven ability to work effectively with staff in a team environment.
- Experience with Microsoft Office applications.
- Demonstrated excellent public relations and customer service skills.
- Strong communication (written and verbal) and report writing skills.
- Demonstrated influencing and issue resolution abilities.
- Strong time management skills including ability to effectively manage priorities in a dynamic environment.
- Good performance and work record.

***Various tests and/or exams may be administered as part of the selection criteria.*

Job status: Permanent

Job Type: Management and Administration

Applications must be received by: April 26, 2021

Alternate formats will be provided upon request.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment quoting **reference #104116 by April 26, 2021** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874-2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.