



# THE CORPORATION OF THE CITY OF WOODSTOCK

The City of Woodstock is a dynamic and growing community of 41,000 located in the heart of southwestern Ontario at the crossroads of highways 401 and 403. A growing community, Woodstock has kept its small-town flavor while offering the types of amenities typically found only in larger cities. Woodstock has roots in both agriculture and manufacturing; as the recognized Dairy Capital of Canada and as home to Toyota's second Canadian manufacturing facility. With a skilled workforce, affordable housing and a new community hospital Woodstock truly is a growing city with a lot of rural, small town charm.

## DEPUTY CHIEF BUILDING OFFICIAL

### Qualifications:

To be considered, applicants must possess the following qualifications:

- Graduate of an Architectural Science or Civil Engineering Technologist program from a recognized Community College with a minimum of 7 years relevant experience.
- Applicants must be familiar with the provisions of the Ontario Building Code, Provincial Offences Act, Woodstock Municipal Code, and various related technical standards and other Provincial and Federal Regulations dealing with building construction.
- Ability to be qualified and registered with the Ministry of Municipal Affairs and Housing relating to the powers and duties of a Chief Building Official and the categories of qualifications set out in Division C of the Ontario Building Code.
- Organizational and management skills; ability to apply knowledge and to encourage staff motivation.
- Ability to determine priorities and to manage time effectively.
- Excellent communication, interpersonal and public relations skills with particular emphasis on the ability to explain technical data to non-technical people.
- Established computer skills.
- Class "G" driver's license.

### Duties:

Reporting to the Manager of Building and Facilities:

1. Assist the Manager of Building and Facilities in administration of the Building and Bylaw Department core functions.
2. Perform the statutory duties of the Chief Building Official in ensuring compliance with provisions pursuant to the Building Code Act and the Ontario Building Code in the absence of the Chief Building Official.
3. Assists in the development of the five-year capital works plans and objectives.
4. Assists in the management of projects undertaken for the City of Woodstock by city staff using outside consultants and contractors for municipal buildings.

- a. Prepares design or reviews design and construction work, tenders while supporting and adhering to city policies,
  - c. Performs inspection during each phase of project development; approves or denies work, and once work is completed authorizes progress payments,
  - d. Provides direction during project development to ensure the satisfactory and timely completion in the public interest.
- 5. Responsible for review and issuance of all building and demolition permits under the authority of  
The Building Code Act (Chief Building Official).
- 6. Performs inspections under the authority of the Building Code Act.
- 7. Assists in the responsibility for administration and interpretation of zoning by-laws, maintenance, and occupancy by-law, etc., and under the direction of the Manager of Building and Facilities, reviews planning applications to ensure compliance with the provisions of the zoning bylaw and the interest of the City of Woodstock.
- 8. Responsible for the management and administration of the bylaw enforcement staff and public parking system.
- 9. Assists the Manger of Building and Facilities manage staff according to contemporary personnel management practices and the terms of the existing collective agreements:
  - a. Collaborates with the Building and Bylaw departments to develop an effective and responsive team – encourages open, honest communications within the team to capitalize on team’s abilities and knowledge.
    - b. Establishes a hierarchy and management structure to ensure order of priorities.
      - i. Maintains discipline and control of Building and Bylaw Division Staff, including first level disciplinary action according to city policies. Recommends to City Engineer actions to be taken concerning promotions, discipline and dismissal of staff as required; is an active participant of the grievance procedure in accordance with terms of the collective agreement.
      - ii. Assigns overtime and authorizes time-off in lieu and leave of absence.
    - c. Assists in recruitment of full-time, part-time, and seasonal staff, in conjunction with the Human Resources Department.
    - d. Defines tasks, roles, responsibilities and encourages staff input.
    - e. Provides training and development opportunities as well practical in-house guidance and encouragement.
    - f. Evaluates staff performance in conjunction with the evaluation of the organization and its management effectiveness.
    - g. Recommends staff changes and staff status changes to Manager of Building and Facilities.
    - h. Ensures adherence to occupational health and safety practices.
- 10. Provides guidance to building staff with respect to permit administration, permit issuance, inspection, enforcement, and interpretation of the Building Code Act, Ontario Building Code, and its related applicable law consistent with established policies, practices and procedures as directed by the Manager of Building and Facilities.
- 11. Assists the Manager of Building and Facilities regarding technical matters and researches and prepares reports. Provides liaises with other departments and / or agencies and attends internal/external meetings.
- 12. Provides response to inquiries from the public, special interest groups and industries on zoning and development activities, and by-law enforcement; explains the content and intent of council policies, programs, and by-laws.



13. Monitor the electronic permit database system to ensure input consistency and validity of information being entered and assist with the implementation of electronic plans examination and permit processing standards.
14. Assist in the development of policies and procedures, service level guidelines as it relates to permit application intake, plan examination and building inspections to improve efficiency and maintain consistency.
15. Maintains effective liaison with provincial ministries, e.g., Ministry of the Environment and Ministry of Housing, in building and planning matters.
16. Maintains professional and management development credentials by taking part in courses, seminars, conferences and by selected reading to maintain field expertise.
17. Assists in updating all regulatory municipal bylaws and procedures to maintain relevancy and appropriateness.
18. Maintains effective relations with the public.
19. Performs other tasks as assigned.

Compensation - \$81, 076-\$101, 341. A comprehensive benefits package is included.

Resumes and cover letters will be received online at <http://careers.cityofwoodstock.ca> no later than 4:00 p.m. **May 18, 2021**. A copy of the job description is available upon request.

The City of Woodstock is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

We thank all candidates who apply but advise that only those selected for an interview will be contacted.