

Supervisor, Building Services



Job Title:
Supervisor, Building Services

Job Number:
J0121-0328

Job Code:
NU187

Job Category:
Building Inspection

Department:
Planning, Building & Licensing

Bargaining Unit:
Non-Union

Job Type:
Full Time

Employment Type:
Addition

Number of Positions:
1

Hours of Work:
35 hrs/wk

Date Posted:
May 7, 2021

Closing Date:
May 21, 2021

Opening Statement

Kingston's vision of being a smart, livable 21st century city is fast becoming reality. History and innovation thrive in our dynamic city located along the beautiful shores of Lake Ontario, an easy drive from Toronto, Ottawa and Montreal, in the heart of eastern Ontario. With a stable and diversified economy that includes global corporations, innovative startups and all levels of government, Kingston's high quality of life offers access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

Position Summary

The Supervisor, Building Services will supervise and direct staff in the enforcement of the Ontario Building Code Act & Regulations, Zoning, Fence, Pool, Sign, Property Standards and related by-laws and other applicable laws.

This position will oversee plan review and the preparation of permits, and field inspection to assure guidelines are met as mandated under Bill 124, and in accordance with Objective Base Codes. He/she will oversee day-to-day activities and ensure development/permit conditions, city policies, by-laws and other applicable laws are adhered to through routine field reviews.

Ensure permits are issued within time frames required by Ministry Regulations

Responsible for interpreting codes for both staff and customers

Train employees on continuous changes in legislation and reviews training plans to provide staff with the appropriate tools to perform daily activities

Provide land management system support and superior customer service to a large variety of stakeholders throughout the City of Kingston as well as cultivating valuable relationships especially within the construction community

Qualifications, Competencies

3 year diploma/degree in Civil, Mechanical or Architectural Technology or a related field

3 years of experience in enforcement of Ontario Building Code Act and Regulations and related By-laws, Certification as a Building Code Official (CBCO) and Engineering Technologist (CET) or Architectural Technologist (MAATO) including 3 years of experience leading staff

Certified Property Standards Officer an asset

Budgeting experience in a municipal setting

Supervisory experience in a unionized setting and knowledge of collective agreements is preferred

Completion of the examination program by the Ministry of Municipal Affairs and Housing in all categories of qualification relating to the persons knowledge of the Act and Code, and the Powers and duties of Chief Building Official

Skills, Abilities, Work Demands

Superior conflict resolution skills

Exceptional customer service skills

Ability to communicate effectively

Strong and effective problem solving

Strong attention to detail and ability to interpret various legislation and code

Ability to lead and motivate a team, providing encouragement and continuous training

Ability to research and analyze complex issues

Superior project management and organizational skills

Ability to adapt quickly in response to changing legislation requirements

Strong computer skills

Knowledge of subdivision/site plan development and planning processes, and environmental engineering; engineering principles & standards; design & approval processes; and municipal service delivery (performance budgeting, financial management, etc.)

Valid class "G" Ontario driver's licence

Required to obtain and maintain satisfactory criminal record check at own expense.

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers Your resume must clearly demonstrate how you meet the requirements of the position. Please upload to your profile, any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position you are applying to. We thank all of those who apply; however, only those selected for further consideration will be contacted. The City of Kingston is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment and selection process. Applicants need to make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.



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