



# EMPLOYMENT OPPORTUNITY

## Chief Building Official/Senior Manager of Building and Development Services Planning and Building Services

### Summary of Duties:

The City of St. Catharines is currently recruiting for a dedicated people leader responsible for the Building Services, Development Engineering, Zoning Examination, and By-law Enforcement teams (under review) in the Department of Planning and Building Services.

The Chief Building Official/Senior Manager of Building and Development Services holds the statutory responsibilities of the Chief Building Official and in accordance with Departmental and City policy, will provide strategic leadership and support to the heads of section under his/her jurisdiction. This position will also oversee the strategic management of the budget of the Building and Development Services Division.

### Duties and Responsibilities

- Responsible for the administration, implementation, and enforcement of the Building Code Act (BCA) and the Ontario Building Code (OBC) through the building permit review, field inspection, and applicable law processes in the City and provide strategic direction and guidance to staff and stakeholders.
- Establish operational policies for the enforcement of the BCA and the OBC, coordinate, and oversee the enforcement powers and duties assigned through legislation.
- Ensure buildings are designed and built in compliance with the minimum requirements of the Ontario Building Code, enforce the Building Code Act and its regulations, and provide recommendation for remedial measures where the safety of existing buildings is deficient.
- Develop a strategy for establishing, maintaining and managing a Building Permit Stabilization Fund to maintain service levels and service delivery.
- Accountable for establishing and achieving strategic goals and objectives through the effective and efficient use of management skills, financial acumen, and staff resources.
- Provide strategic direction to the Manager of Plans Examination and Manager of Inspections as well as ensure the accurate and timely approval of development engineering plans in accordance with the City's Engineering Standards and enforce compliance with the Zoning By-law and other municipal by-laws, policies, and procedures.
- Provide strategic direction to By-law and Property Standards Enforcement staff in the enforcement of City by-laws including Property Standards, Zoning, Waste, Swimming Pool Enclosure, Fence, Sign, Graffiti, and Pest Control.
- Oversee the administration of Development Engineering in terms of technical requirements for all types of development applications under the Planning Act, Condominium Act, and Municipal Act.
- Responsible for the accurate and timely approval of development engineering plans for development under subdivision and site plan control and special development or redevelopment programs to include technical review, revision and recommendations and liaise with other Departments and City staff, developers, consultants and builders.
- Responsible for the administration of processes related to approval of Liquor License Approvals.
- Responsible for preparing and monitoring Building and Development Services annual operating budget.
- Provide commentary of operating and capital budgets based on forecasted construction activity and service demands.

## Position Requirements:

- University degree in the field of architecture, civil engineering or related discipline.
- Ten (10) years minimum of comprehensive knowledge of building, plumbing and fire codes as well as practical municipal and development experience in the areas of design, construction and development of public works.
- A Certified Building Code Official designation as granted by the Ontario Building Officials Association.
- Qualification by the Ministry of Municipal Affairs and Housing with registered Building Code Identification Number (BCIN).
- Registration as a P.E.O. as a Civil Engineer (P. Eng.) or an O.A.A. as an Architect is considered an asset.
- Strong working knowledge of various legislations and by-laws including the Building Code Act and Regulations, Planning Act, Environmental Protection Act, Municipal Act, Zoning By-law and Property Standards by-law.
- Excellent interpersonal skills with the ability to communicate courteously and effectively, both orally and in writing, with all levels of staff, elected officials and the general public.
- Ability to read, comprehend and interpret detailed construction drawings and specifications including architectural, mechanical and site servicing documentation.
- Sound judgment and professional tact to gain cooperation and compliance from the general public, contractors, and industry professionals (Engineers and Architects).
- Proven ability to utilize conflict resolution techniques to deal with and de-escalate sensitive and/or difficult situations and difficult people.
- Well-developed coaching, supervisory and leadership skills.
- Excellent time and project management skills with the ability to multi-task within a dynamic environment.
- Ability to work under conditions of strict confidentiality.
- Excellent presentation skills and strong written communication skills.
- Experience managing staff in a unionized environment is an asset.
- Working knowledge of micro-computer systems, including access to and use of Amanda, Adobe Acrobat, MS Office and Ontario Building Code Information.
- A demonstrated commitment to enhancing a safety culture.
- Valid Ontario Driver's license, Class "G", with a clean driving record.

**Pay Group 14** – Minimum \$118,230 annually; Maximum \$147,788 annually

**Expected Work Location:** City Hall

**Hours of Work:** Currently Monday-Friday 8:30am-4:30pm.

Applications will be accepted online at [www.stcatharines.ca/jobs](http://www.stcatharines.ca/jobs). Applications received any other way will not be accepted.

The City of St. Catharines is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.