



Supervisor, Plans Review

Salary: \$95,605 to \$112,506 CAD Annually

The City of Markham, an award-winning municipality with more than 353,000 residents, is Canada's high-tech capital and most diverse community, enjoying a rich heritage, outstanding community planning and services, and a vibrant local economy. Committed to being a model of public service excellence, with a workforce that is representative of the population we serve, we are looking for people who share our values and are champions of innovative practices. Diversity is one of Markham's strategic priorities, and we strive to develop and maintain an environment that is inclusive and creates a sense of belonging for all.

Applications are now being accepted for the above position in the Building Standards Department, Development Services Commission. To apply, please submit your cover letter and resume online by **November 26, 2021**.

Join us and make a lasting difference!

JOB SUMMARY

The Supervisor of Plans Review is responsible for the efficient direction of staff, acts as a resource, provide technical assistance and ensures permit application review and permit issuance are performed so as to achieve compliance with the Ontario Building Code, Building By-Law and all other Applicable law. The Supervisor of Plans Review assumes the responsibilities of the Manager of Plans Review in his/her absence.

KEY DUTIES AND RESPONSIBILITIES

- Supervises and provides direction for the Plans Examiners to ensure that permit review and issuance are performed according to established procedures and within legislated timelines.
- Provides recommendations to and assists the Manager of Plans Review in the development of departmental policy, procedures and alternative solutions.
- Prepares work schedules, manages attendance, assigns duties to staff, establishes priorities, participates in staff hiring, monitors and evaluates staff performance, recommends discipline, train and develop staff.
- Where applicable, accurately reviews assigned permit applications in accordance with departmental practices and service levels and ensures that permit documents within the scope of responsibility are in compliance with the Ontario Building Code, Building By-Law and other Applicable Law prior to permit issuance
- Audits permit applications, approved drawings, deficiency items, fees collected and other Building Services on a regular basis in order to ensure that proper procedures have been followed.
- Trains and advises staff in code related work, responsibilities, by-laws, procedures and other applicable law.



- Resolves issues which may develop between staff, customers and/or design professionals and acts as an intermediary at the request of the Manager of Plans Review.
- Supervise up to 7 full time union (plans examiners), 4 full time non-union (building and mechanical Engineers) and 1 to 3 part-time (contract) staff to ensure plans review service levels are maintained.
- Liaises with the Supervisor of Permit Administration and the Supervisor of Zoning in the development of departmental policy and procedures.
- Undertake special projects and assignments

MINIMUM REQUIREMENTS

- University degree in Architectural Technology, Architecture, Planning, or a related discipline
- Five to seven years experience in building code enforcement, examination or interpretation with a minimum 2 years of supervisory experience.
- Qualified in *Powers and Duties of CBO*, On-Site Sewage Systems, Plumbing All Buildings, Small Buildings, Complex Buildings, Building Services, Building Structural.

CORE BEHAVIOURS

- **Service Excellence:** Leads and supports staff in meeting or exceeding service standards when interacting with customers.
- **Change & Innovation:** Effectively implements change and supports and involves staff through change transitions.
- **Teamwork & Relationship Building:** Leads and supports staff in working together collaboratively, fosters teamwork and inclusion, and cultivates relationships.
- **Communication:** Models active listening and clear communication, and supports staff members in communicating effectively.
- **Accountable Results Oriented:** Role models ethical behaviour and accountability; clarifies expectations, policies and legislation and supports staff in meeting them.
- **Management & Leadership:** Supports a positive work environment, develops and enables staff, sets clear expectations, provides regular feedback, and addresses performance.

The City of Markham is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require an accommodation and we will work with you to ensure a barrier free hiring process.



The City of Markham has established a mandatory vaccination requirement for staff related to the COVID-19 pandemic. As a result, should you be a successful candidate for a position with the City of Markham you will be required to provide proof of full vaccination upon a conditional offer of employment. Should you require accommodation in accordance with the Human Rights policy with respect to your vaccine status, you will be required to disclose that at the time of conditional offer so that an accommodation can be developed prior to your start date.