



HIRING MANAGER OF DEVELOPMENT & PROTECTIVE SERVICES

The Municipality of Bluewater is recruiting an energetic full time Manager of Development & Protective Services who shares our values of teamwork, respect and commitment. You'll be joining a team of dedicated, professional and hard-working colleagues, willing to go the extra mile.

This key position reports to the CAO and will be an integral member of the Senior Leadership Team. The Manager of Development & Protective Services is responsible to perform the statutory duties of the Chief Building Official as well as lead and supervise the Development and Protective Services functions (Building, Planning, By-Law Enforcement and Animal Control) directly providing oversight to four employees.

A vulnerable sector background check, as well as proof of being fully vaccinated for Covid-19 must be provided by the date of commencement of employment. The 2021 annual wage range for this position is \$90,127 to \$112,659.

Interested persons please submit resumes to:

Municipality of Bluewater
Jodi Overholt, Executive Assistant
P.O. Box 250, 14 Mill Ave.
Zurich ON, N0M 2T0
P: 519-236-4351, Ext. 229
E: joverholt@municipalityofbluewater.ca

Resumes will be accepted until 4:00 pm on Friday, January 21, 2022.

We appreciate the interest of all applicants, however, only those being considered for an interview will be contacted.

The Municipality of Bluewater is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.

MUNICIPALITY OF BLUEWATER

POSITION DESCRIPTION: Manager of Development and Protective Services

DEPARTMENT: Development and Protective Services

REPORTS TO: Chief Administrative Officer

POSITIONS SUPERVISED: 3

Pay Status: Salary (40 hours per week)

POSITION SUMMARY

The Manager of Development and Protective Services is responsible to perform the statutory duties of the Chief Building Official as well as supervise the Development and Protective Services functions (Building, Planning, By-law Enforcement and Animal Control).

RESPONSIBILITIES:

Performs the Statutory duties of the Chief Building Official.

Oversees all activities in the Development and Protective Services Department.

Works closely with the Municipal solicitor and Court Administrators on prosecution procedures.

Directs, leads, coordinates, monitors, evaluates, mentors and manages the activities of all Development and Protective Services staff as needed.

Either directly or in collaboration with other departments, develops, reviews, maintains and appropriately implements various development services and municipal by-laws including: Official Plan, Zoning Bylaw, Building Bylaw, Site Plan Control Bylaw, Development Charges, and all Protective Services By-laws as required.

Identifies regulatory, policy or procedural deficiencies, gaps or conflicts within the land development realm and develops solutions/improvements as needed.

Assists departmental staff in mediating and finding constructive solutions to complex developmental issues, complaints or claims.

Ensures that all developmental services program are efficiently delivered and well-aligned with long-range community plans and municipal objectives.

Provide a central point of advice to Council and staff on the management of community development.

Ensures full departmental compliance with all federal, provincial and municipal regulations, standards, guidelines and policies.

Ensure co-operative and effective cross-jurisdictional working relationships with other departments managers, consultants, contractors, builders, developers, businesses, utility companies, federal, provincial and local government agencies and the general public.

Provides formal departmental representation in various settings as required including Council, committees, working groups, etc.

Prepares and administers departmental operating and capital finance plans in accordance with municipal policies.

Responsible for the municipality's Health and Safety Program.

Promotes a safe work place – ensuring all established safety procedures are followed.

Is a member of the Senior Management Team (SMT).

Performs other duties as assigned.

MORE DETAILS:

The Manager of Development and Protective Services will be often challenged with complex decision making and be expected to make quick judgment calls during on-site inspections, during communications with the general public or contractors regarding Building Code or Bylaw inquiries as well as during planning meetings with a potential developer or business owner and staff.

Requires ingenuity to solve problems that would not only comply with the applicable law but also achieve the person's goals.

Expected to create and/or amend bylaws, policies, procedures and issue RFPs or tenders as directed by Council and/or the CAO.

Must have advanced conflict resolution skills; being able to reduce tension or conflict between two or more people.

Works closely with the finance department to prepare the annual budget for the Development and Protective Services Department and participates in the development of the fleet budget.

Personal information is collected on a daily basis and it is of high importance to safeguard this information and abide by the provisions as set out in the *Municipal Freedom of Information and Protection of Privacy Act*.

Supervises for the Development and Protective Services Department and is the lead on all Site Plan Control Applications.

Will determine the complexity of the Site Plan Control Application and collaborate with the Site Plan Technical Review Group as to how to move forward with the application in the most efficient and effective manner for all involved.

The Manager of Development and Protective Services will work closely with the public, sometimes when they are upset and/or disgruntled, to try and achieve their aspirations while still complying with all legislations and regulations.

QUALIFICATIONS:

Knowledge and skills in building standards, trends, technology, materials and practices, construction, engineering or architectural technology normally acquired at a College of Applied Arts and Technology.

Certified Building Code Official (CBOC) or acceptable equivalent. Qualified by the Ministry of Municipal Affairs and Housing to issue building permits for all classes of buildings (BCIN).

A minimum of five years' experience in building or planning services.

Strong knowledge of legislation, regulations, codes of practice, by-laws and policies that affect municipal planning and building.

The ability to meet deadlines, to function well under pressure, and to respond to frequently changing demands and priorities.

Strong interpersonal, communication skills and public relations skills. Ability to deal effectively with people from all walks of life and to communicate technical information to non-technical people.

Valid G Driver's Licence.

WORKING CONDITIONS:

Work time is divided between the Municipal office and construction sites that contain uneven ground and equipment noise.

Exposure to unhealthy and unsafe environments in regard to septic system inspections and inspections of unsafe buildings.

Work is performed to meet frequent deadlines.

May be required to deal with situations, on a weekly basis, that may be highly emotional and involve angry people especially when there are construction problems that need to be corrected by builders, or when code and by-law compliance are expected, or when evacuation notices are issued.

Must interpret regulations, zoning by-laws, general by-laws, etc. and make judgement calls.

Required to attend evening meetings on a regular basis.

APPROVALS:

Incumbent

Date

Manager

Date