



JOB DESCRIPTION

The Corporation of the City of Orillia has an opening for a full-time Assistant Manager of Building Services in the Development Services and Engineering Department.

DUTIES

- Review planning applications with sufficient knowledge of the Ontario *Building Code Act* and Code to facilitate the cohesive administration and application of the *Building Code*, enforcement with the relevant land use planning policies, regulations and by-laws.
- Plan review and inspection of all new construction within City. Review the design, materials, workmanship, and safety devices to ensure compliance with by-laws, regulations, and codes.
- Administer and review building plans; as well as respond to inquiries, handle and resolve complaints and serve as an initial point of contact for public inquiries regarding construction project issues.
- Assist the Chief Building Official with establishing operational policies for the enforcement of the Ontario *Building Code Act* and the *Building Code*.
- Train, motivate, coach, manage, and evaluate personnel; coordinate staff training; evaluate employee performance; work with employees to correct deficiencies.
- Plan, coordinate, and enforce Property Standards and various by-laws. Assist Municipal Law Enforcement Officers with various by-laws.
- Conduct joint inspections with the Prevention Division of the Fire Department in dealing with retrofit, unsafe existing properties, new construction, liquor licence requests and events on City property.
- Maintain accreditation as an Ontario Building Official always acting in the public interest, particularly with regard to the safety of building works and structures.
- Organize and present public education programs as necessary, especially with the local construction association.
- Identify and report on building defects, and other threats to safety, and issue orders, as well as lay charges, prepare evidence and testify before committees, tribunals, and court proceedings as required.
- Prepare reports, make recommendations/presentations and attend Council Committee and Council Committee in Closed Session, community group, public and/or other meetings, as required.

QUALIFICATIONS

- Completion of post-secondary education such as Architectural Technology, Construction Technology, Building Science or Engineering.
- Minimum of three to five years with progressive management experience in a municipal building department setting with extensive working knowledge of the Ontario *Building Code*.
- Experience supervising in a unionized environment an asset.
- Must have passed the examination program administered or authorized by the Ontario Ministry of Municipal Affairs and Housing relating to the powers and duties of Chief Building Official and the categories of qualification set out in Division C of the Ontario *Building Code*.
- Extensive working knowledge of the Ontario *Fire Code* an asset.
- Proven judgment, supervisory, initiative, organizational, interpersonal and communication skills as well as the ability to work in a team environment and ability to deal with the public in sensitive and emotional situations.
- Must be computer literate and be proficient in Microsoft Word, Excel, Access, Teams, Building Permit software, e-mail and the internet.
- Excellent note taking skills relevant to Building Inspections, investigations, and enforcement activity.
- Strong time management skills and ability to work under deadlines.
- Possess valid class 'G' Ontario driver's licence with a reliable vehicle.
- A current and acceptable Criminal Record Check, with Vulnerable Sector Check, is required for this position at the incumbent's expense, prior to the commencement date.



City of Orillia
Development Services and Engineering Department
Assistant Manager of Building Services

Compensation for this position is \$75,492 to \$88,315 for a 35 hour work week, plus a comprehensive benefits package. Applications will be accepted until January 31, 2022 at noon.

Applications will only be accepted by applying online. Please visit <https://careers.orillia.ca/>

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5.