

### Manager, Permits

<b>Competition Number</b>	N#89	<b>Job Code</b>	0685
<b>Posting Date</b>	September 22, 2022	<b>Closing Date</b>	October 9, 2022
<b>Job Status</b>	Permanent Full-Time		

The **City of Kitchener** is a vibrant and dynamic city of approximately 240,000, in the heart of southwestern Ontario. As the largest municipality in Waterloo Region, Kitchener continues to be poised for development and growth, enhancing its reputation as a leader in city-building and innovation, with nationally recognized strategies to build its neighbourhoods, its digital infrastructure and its diverse economy.

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#### Position Overview:

As the Manager, Permits you will provide policy and administrative direction to the City of Kitchener's Building Division. You will act as the City's Deputy Chief Building Official, working as the primary lead with both administrative and technical matters related to construction. You will also represent the City with other government agencies and neighbouring municipalities.

#### Responsibilities:

- Provides leadership and supervises a diverse team comprised of administrative staff and Municipal Building Officials.
- Monitors volume of permit application, to ensure a fair and equitable distribution of work, as well as that work is being completed by staff who possess the required provincial qualifications in accordance with the Risk Management Policy developed for the division.
- Active participant on the Corporate Development Charge By-law Committee to research, develop, and implement development charges for applications and collects fees on behalf of Financial Services Participate on committees as required, eg., Development Charges Team-Prepare educational documents to assist customers
- Provides technical resource to Municipal Building Official
- Coordinates and monitors work load of Municipal Building Official I staff to ensure meeting with Provincial Regulations
- Prepare monthly and annual Provincial Regulation timeline reports
- Ability to research on "permit availability" for industry requests
- Active participant with other management members led by Chief Building Official

#### Requirements:

- Must be reliable with a good attitude and employment record.
- Must possess a 3 Year post-secondary degree or diploma in Construction Engineering Technology.
- Must have a minimum 4 years of construction experience within the municipal building sector as a plans examiner or building inspector.
- Must hold a CBCO designation and be a member in good standing with the Ontario Building Officials Association. The City may consider candidates who are working toward a CBCO designation.

- Must possess Legal/Process (CBO) Proof of Qualification
- Must possess the following POQ's (Proof of Qualifications): House, Small Buildings, HVAC, Building Services and Building Structural and be able to provide documentation from the MMAH. The City may consider candidates who are in the process obtaining the following POQ's (Proof of Qualifications): House, Small Buildings, HVAC, Building Services and Building Structural and be able to provide documentation from the MMAH.
- Must possess a high level of customer service and communication skills to effectively deal with customers, council, staff and agencies in a professional manner.
- Previous staff management and leadership experience is preferred
- Well developed research, analytical and problems solving skills and be a critical and concept-based thinker.
- Strong leadership skills to effectively manage and coach staff and help them grow
- Strong verbal and written communication skills with a customer focus
- Excellent ability to interpret policy and applicable legislation, prepare, manage and adjust operational and capital budgets, develop strategic and operational work plans.
- Well organized with strong project management skills and able to adapt to changing priorities within a fast-paced and deadline-oriented environment
- Previous experience with building permit tracking system "AMANDA" is preferred
- Must have a valid MTO class 'G' driver's license in good standing
- Must have the ability to participate as an effective team member
- Must have the ability to support and project values compatible with the organization.

**The City of Kitchener is committed to an equity-driven, inclusive, accessible, and barrier-free recruitment and selection process, and to ensuring our workforce reflects the full diversity of the community we serve. We welcome applications from Indigenous, Black, racialized and 2SLGBTQ+ persons, as well as other equity deserving groups.**

**We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please contact Human Resources at [recruitment@kitchener.ca](mailto:recruitment@kitchener.ca), or 519-741-2200 ext. 7261 to make your needs known, so that we can support your full and equal participation throughout the hiring process.**

**We appreciate the interest of all applicants. Only candidates whose skills, experience and qualifications meet the requirements of the position will be contacted.**

*Please note that as per Human Resources Policy HUM-HIR-110, "Employment of Relatives of Staff Members and Elected Officials":*

*"The immediate relatives of staff of the Human Resources Division, all Directors, General Managers, or the Chief Administrative Officer and Elected Officials shall not be employed by the City in any capacity. The immediate relatives of all other Management personnel shall not be employed where such employment would be:*

- 1. within the same Department in the case of permanent full-time, temporary full-time and part-time classifications.*
- 2. within the same Division in the case of students."*

<b>Department</b>	Development Services	<b>Division</b>	Building
<b>Union Affiliation</b>	Non-Union/Management	<b>Number of Positions</b>	1
<b>Hours of Work</b>	35 hours a week		
<b>Location</b>			
<b>Initial Location</b>	City Hall	<b>City</b>	Kitchener
<b>Compensation</b>			
<b>Salary Range</b>	\$92,944 - \$116,181	<b>Grade/Band</b>	Grade 11