

Job Title: Supervisor, Plans Examination

Supervisor Plans Examination

Posting Id	1729
Department	Planning and Infrastructure Department
Division	Building Division
Job Grade	Admin Grade 06
Rate of Pay	\$96,611.00 - \$112,062.00 Annual
Job Type	Full Time
Replacement/New Position	Replacement
Posting Type	Internal and External
Posting Date	09/30/2022
Application Deadline	10/19/2022

Position Summary

Reporting to the Manager, Plans Review and Compliance, the Supervisor, Plans Examination will provide strong leadership and expert guidance to staff by following the City's core values of Care, Collaboration, Courage, and Service. Under management direction, you will provide supervision, and co-ordinate daily department activities. You will oversee the effective delivery of the permit review process which includes application intake, plans examination of all disciplines, zoning review of building permits and planning circulations, and issuance of building permits.

Key Duties and Responsibilities

- Provide supervision to sectional staff
- Act as the first level of conflict escalation relating to any issues arising from the work area
- Supervise workflow and turnaround times to provide efficient services to the public
- Assess and respond to anomalies regarding interpretation of the Building Code, other by-laws and existing policies
- Train and develop staff skills to ensure a high quality and consistency of plans examination
- Liaise with other departments with respect to approvals related to permit issuance, policy issues affecting the permit process and special projects as required
- Liaise with external agencies and other levels of government, and subcommittees as required
- Coordinate and follow up on complaints relating to staff, processing times and customer service
- Monitor staff performance and workloads with respect to timeliness and efficiency of review and adjust work distribution or take other corrective action as required.
- Implement quality control measures to ensure a high standard of plans examination service is provided for all permit types
- Responsible for sectional budget preparation and monitoring

Education and Experience

- Degree in Engineering, Architecture, Building Design or related discipline
- Successful completion of provincially mandated examination program administered by the Ministry of Municipal Affairs and Housing related to "Act and Code and the power and duties of the Chief Building Official," and in the categories of qualification that correspond to the types of buildings inspected including plumbing, building services and on-site sewage systems is required
- Possession of or eligible for PEO, OAA, CET, MAATO, and/or CBCO designation is an asset
- 5 years directly related municipal experience, including a minimum of 3 years of supervisory experience

Required Skills/Knowledge

- Proficient in Microsoft Office
- Experienced team player
- Customer service skills
- Comprehensive knowledge of the Ontario Building Code Act and Regulations, and prescribed applicable law
- Knowledge of and experience in applying Municipal Zoning By-Laws
- Manages organizational change through strong leadership and communication skills

- Demonstrates and encourages perseverance and resilience in difficult times
- Demonstrates strong written and verbal communication skills
- Encourages innovative thinking and new ideas
- Proven ability to oversee and track budgets
- Demonstrates and encourages excellent listening skills and different points of view
- Ensures that objectives and accountabilities are clearly communicated within the department
- Empowers staff to support a culture of learning, mentoring, and sharing
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated) and will be required to provide proof of vehicle insurance upon hire
- Demonstrate the City's corporate values of care, collaboration, courage and service

Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

Attention Internal Candidates: All current City of Richmond Hill employees are required to apply via the ['View Jobs for Current Employees'](#) link on the [City's Careers Page](#).

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.

Please note, to be considered for a career opportunity at the City of Richmond Hill you must have received the full series of a COVID-19 vaccine approved by Health Canada (or the World Health Organization). You may also be required to receive any COVID-19 boosters recommended by public health authorities. The City of Richmond Hill will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.