

Posting date: January 17, 2023

Job Title: Manager of Plans Examination

Number of Vacancies: 1

Posting number: EX23-059

Status: Permanent Position (Succession Planning)

Shift Work Required: No

Range of Pay: \$3,995.60 to \$4,700.50 bi-weekly

Start date: To follow selection process

Initial Reporting Location: Tom Davies Square

Eligible to Work from Home: No

Section: Plans Examination

Division: Building Services

Department: Growth and Development

Main Function: Responsible for the management and administration of the Plans Examination Section. Oversee the administration and application of various statutory regulations in support of quality customer outcomes and the Business Plan for the Division.

Duties: Under the general direction of the Director of Building Services/Chief Building Official.

1. Regularly review and evaluate Section administrative and service delivery processes with a view to streamlining/updating practices and fostering excellence in customer service, being mindful of any legislated service delivery requirements.
2. Provide input on departmental/divisional/corporate planning, strategic initiatives, and performance improvements.
3. Regularly review assigned municipal regulations and recommend amendments. Prepare staff reports.
4. Review draft amendments prepared by other departments (e.g. Zoning By-law, Development Charges, development agreements) and provide comments.
5. Act as Chief Building Official (CBO) in the absence of the Director of Building Services/Chief Building Official with all legislated powers of the Chief Building Official as required. As CBO, authorize the issuance of construction and demolition permits under the Building Code Act.
6. Provide evidence and opinions in regards to: offences under the Building Code Act or the Planning Act before the Divisional Court and Superior Court of Justice; defense of claims against the City; before the Ontario Building Code Commission in regards to sufficiency of compliance and municipal compliance with mandatory issuance timeframes.
7. Stay abreast with the technical requirements of the assigned regulations by the reading of technical literature and attendance at technical seminars, workshops, conferences and training courses.
8. Assess staffing needs, make recommendation on complement amendments.
9. Responsible for the recruitment and selection of staff; conduct or arrange for technical training of staff; monitor and conduct performance appraisals and salary reviews; issue discipline in accordance with the respective Collective Bargaining Agreement.
10. Supervise Plans Examiners, exercising the full range of managerial responsibilities including, but not limited to, the assignment and direction of work; setting performance standards and work schedules including overtime, vacations, etc.
11. Assist in the preparation of the budget and monitor expenditures to ensure that they are within budget allocations.
12. Act as Management's Representative in the Grievance Procedure in accordance with the respective Collective Bargaining Agreement.

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13. Stay abreast with the technical requirements of the assigned regulations by the reading of technical literature and attendance at technical seminars, workshops, conferences and training courses.
14. Develop and maintain a thorough working knowledge of the CGS's Safety Manual and the applicable Provincial Legislation listed therein.
15. Perform other related duties as required.

Qualifications:

Education and Training:

Completion of a University Degree in a related discipline (e.g. Bachelor of Technology, Civil Engineering, Architecture) plus relevant certification in accordance with the Ontario Building Code or have the equivalent combination of education and relevant experience.

Certified Building Code Official (CBCO) designation with the Ontario Building Officials Association (OBOA).

Registered with the Ministry of Municipal Affairs and Housing with a Building Code Identification Number (BCIN) with qualifications for a Chief Building Official and manager.

Membership or eligibility for membership in the Association of Architectural Technologist of Ontario (AATO), Ontario Association of Architects (OAA) or the Association of Professional Engineers of Ontario (APEO).

Experience:

At least four (4) years of experience comprising of at least two (2) years of experience in the field and at least two (2) years in the development, administration and/or enforcement of the Ontario Building Code as well as supervisory experience.

Experience working with and interpreting a municipal Zoning By-law would be a definite asset.

Knowledge of:

CGS's priorities.

Applicable legislation and related regulations.

Current and emerging management issues within CGS as they affect the Section/Division.

Best practices within areas of responsibility.

Horizontal linkages to other relevant governmental levels and services as well as the private sector.

Abilities to:

Interpret the Ontario Building Code and *Building Code Act*, building construction techniques and materials, building design, plan reading, the *Planning Act*, Official Plans and Zoning By-laws, *Municipal Act*, legal documents, legislation, agreements, etc, lot grading and drainage control procedures.

Ability to think and act strategically in a political and community service environment, to build strong and enthusiastic staff teams and external alliances/partnerships, to branch programs and/or services with department and corporate goals/objectives, and to champion the mission and values of CGS.

Communicate both orally and in writing to deal effectively and tactfully with a broad range of senior management personnel, elected officials, staff, developers, consultants, other professionals, external agencies, other levels of government and the general public.

Computer literacy utilizing Microsoft Office Suite (Word, Excel, PowerPoint) and e-mail. Demonstrated experience in applying information technology to building inspection work management.

Personal Suitability:

Mental and physical fitness to perform essential job functions.

Language:

Excellent use of English; verbally and in writing.

French verbal skills highly desirable; written skills an asset.

Other Requirements:

Physical capability to operate a vehicle safely, possession of a valid driver's licence and an acceptable driving record, will be considered an asset.

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Leadership Competencies: Tactical Implementation (II)

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Innovation	Take a creative approach to problems or issues, “think outside the box”, go beyond the conventional, and explore creative uses of resources.	4	Takes action to innovate
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	3	Develops alternatives before making complex decisions
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one’s area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	3	Monitors and improves quality of customer service
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one’s own and other organizations.	3	Understands climate and culture
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	4	Plans and executes broad implementation efforts
Aligning People & Teams			
Developing Others	The genuine intent to foster the long-term learning or development of others by recognizing and supporting their developmental interests and needs, and encouraging opportunities for learning.	3	Provides feedback to encourage ongoing development
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	4	Acts to address performance issues
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	3	Obtains resources and takes care of the team
Enhancing Personal Effectiveness			
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	3	Adapts approach
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	4	Makes insightful assessments
Managerial Courage/Integrity	Acting with integrity, ensuring one’s actions are consistent with City of Greater Sudbury’s values and expectations.	3	Is honest and candid with managers, peers or external parties
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	4	Demonstrates resilience

For more information on leadership competencies, please refer to our website: www.greatersudbury.ca/jobs.

Résumés quoting **EX23-059** are invited and will be received by the City of Greater Sudbury’s Human Resources and Organizational Development Division, by e-mail at hrjobs@greatersudbury.ca or fax at **705-688-3979**, for the above noted position until **4:30 p.m. on Tuesday, January 31, 2023**. Any application received after this deadline will not be considered.

All City of Greater Sudbury employees are required to be fully vaccinated as a condition of hire in accordance with the City's mandatory [Vaccination Policy](#). Please do not submit your proof of vaccination with your resume. This information will only be required if you are selected as the candidate of choice.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

The City of Greater Sudbury is dedicated to maintaining an equitable, inclusive, diverse and accessible work environment. Candidates must be legally eligible to work in Canada. To find out if you’re eligible and for more information, visit our [Applicants Living Outside of Canada](#) web page. If you received your education from an educational institution outside of Canada, a copy of your [Word Education Services \(WES\)](#) or [International Credential Assessment Service of Canada \(ICAS\)](#) document is required, along with your credentials. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

For more information, please visit our website at www.greatersudbury.ca/jobs.