

## Supervisor, Building Services



Job Title:  
Supervisor, Building Services

Job Number:  
J0123-0545

Job Code:  
NU187

Job Category:  
Supervisory

Department:  
Planning, Building & Licensing

Location:  
1211 John Counter Blvd.

Bargaining Unit:  
Non-Union

Job Type:  
Full Time

Employment Type:  
Replacement

Number of Positions:  
1

Hours of Work:  
35 hrs/wk

Salary:  
\$89,343.80 - \$111,693.40/Year

Date Posted:  
January 26, 2023

Closing Date:  
February 16, 2023

### Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah-nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and is the home of many Indigenous peoples. We are grateful to reside and work on this land.

Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government. Kingstonsians enjoy a high quality of life with access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

We take our core values of Trust, Respect, Integrity and Pride seriously and apply these standards to everything we do. We foster a working environment that reflects our community's diversity and respects people's dignity, ideas and beliefs. The City of Kingston views diversity as its strength and encourages people from all backgrounds, including but not limited to women, racialized groups, Indigenous peoples, Persons with Disabilities and persons who identify as members LGBTQ+ communities, to apply.

### Position Summary

The Supervisor, Building Services will supervise and direct staff in the enforcement of the Ontario Building Code Act & Regulations, Zoning, Fence, Pool, Sign, Property Standards and related by-laws and other applicable laws.

This position will oversee plan review and the preparation of permits, and field inspection to assure guidelines are met as mandated under Bill 124, and in accordance with Objective Base Codes. This position will oversee day-to-day activities and ensure development/permit conditions, city policies, by-laws and other applicable laws are adhered to through routine field reviews.

This position will effectively problem solve situations including dealing with conflict between staff, and between staff and customers. The Supervisor will apply collective agreement language, policies and procedures and coach staff, along with providing mentoring to staff to develop skills and competencies. The Supervisor will oversee daily operations of the front customer service counter for the Planning, Building and Licensing team. The Supervisor will work closely with the Customer Service team to ensure consistency in messaging and appropriate resolution to customer concerns and inquiries.

#### KEY DUTIES & RESPONSIBILITIES

Ensure permits are issued within time frames required by Ministry Regulations and Identify and recommend changes to improve service standards, models and systems to enhance service delivery.

Responsible for interpreting the Ontario Building Code and Building Code Act codes for both staff and customers to ensure compliance with legislation, policies, by-laws and department protocols.

Train and coach employees on continuous changes in legislation and review training plans to provide staff with the appropriate tools to perform daily activities. Investigate complaints and incidents, perform proper follow up to investigations, implement corrective actions, document, and implement performance standards.

Provide land management system support and superior customer service to a large variety of stakeholders throughout the City of Kingston as well as cultivating valuable relationships especially within the construction community.

Oversee the scheduling of staff, manage attendance, shadow staff in the field, and ensure health and safety of staff including providing and enforcing department PPE requirements. Deliver quality, customer focused services with regards to front customer service counter, data processing, file management, and other administrative functions.

Other duties as assigned.

### Qualifications, Competencies

- 3 year diploma/degree from a post secondary institution
- 3 years of recent and relevant experience leading staff, and in enforcement of Ontario Building Code Act and Regulations and related By-laws
- Supervisory experience in a unionized environment and knowledge of collective agreements
- Budgeting experience in a municipal setting
- Recent and relevant experience working in a unionized environment
- Completion of the Building Code Certification through Ministry of Municipal Affairs & Housing, including Powers and Duties of CBO
- Certified Building Code Official (CBCO)
- Certified engineering Technologist (CET) or Accredited Architectural Technologist (MAATO) or equivalent
- Must demonstrate the corporate competencies: Customer Focus, Results Oriented, Integrity and Teamwork

### Skills, Abilities, Work Demands

- Knowledge of subdivision/site plan development and planning processes, and environmental engineering; engineering principles & standards; design & approval processes; and municipal service delivery
- Exceptional customer service, conflict resolution, project management and organizational skills, effective problem solving and ability to research and analyze complex issues
- Strong attention to detail and ability to interpret various legislation and code and ability to adapt quickly in response to changing legislation requirements
- Ability to lead and motivate a team, providing encouragement and continuous training
- Construction Sites, hazard avoidance, stairs and climbing ladders
- Occasional work in inclement weather
- Conflict resolution – exposure to unpredictable persons
- Ability to adapt to high stress situations, and changes in legislation
- Required to obtain and maintain satisfactory criminal record

### Closing Statement

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at [HRCity@cityofkingston.ca](mailto:HRCity@cityofkingston.ca).

Please apply to Career Opportunities at: [www.cityofkingston.ca/Careers](http://www.cityofkingston.ca/Careers)  
Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

Are you interested in this job?

I am Interested



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