



POSITION VACANCY

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Call Number:	2023 - 41
Position:	Manager of Building Services
Type of Vacancy:	Permanent Full time
Work Schedule (hours & days):	Monday to Friday (35 hour work week)
Location:	City Hall 4310 Queen Street, Niagara Falls
2023 Salary Range:	\$92,780 to \$115,975 Plus a comprehensive benefits package
Date Posted:	March 13, 2023
Closing Date:	March 31, 2023 at 4:00 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Employment Opportunities**). Applications must be submitted online and will be accepted until 4:00 p.m. on **Friday, March 31, 2023.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION

Planning, Building and Development

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Manager of Building Services

DIVISION: Building Services

RESPONSIBLE TO: Director of Building and Municipal Enforcement Services /Chief Building Official

SUPERVISES: Permit Application Technicians (2), Plan Examiners (2), Intermediate Plan Examiner (1), Building Inspectors (3).

POSITION SUMMARY: To manage the permit application, plan examination and inspection activity and ensure an effective and streamlined service delivery that meets legislative requirements as it relates to mainly small buildings in accordance with Part 9 of the Ontario Building Code.

EQUIPMENT AND TOOLS USED: General office equipment and computer applications.

WORKING CONDITIONS: Standard office environment.

RESPONSIBLE FOR:

1. Responsible for managing the delivery of permit application, plans examination, and building inspection services, and ensuring that design details/specifications are in accordance with the prescriptive provisions of Part 9 of the Ontario's building code, applicable laws and departmental policies.
2. Perform the statutory duties of the Director/CBO pursuant to the Building Code Act and the Ontario Building Code in the absence of the Director/CBO.
3. Provides guidance to plan examiners and building inspectors with respect to the permit administration, permit issuance, inspection, enforcement, and interpretation of the Building Code Act, Ontario Building Code, and its related applicable law consistent with established policies, practices and procedures as directed by the Director/CBO.
4. Assists the Director/CBO regarding technical matters, researches and prepares reports, recommendations liaises with other departments and/or agencies, and attends internal/external meetings.

5. Identify areas which are not within the mandated timeframes and implement necessary corrective measures.
6. Conduct audits and monitor permit intake process, plan examination and inspection activities and scheduling to ensure consistency and adherence to expected level of services in accordance with policies and procedures.
7. Work jointly with the Building Service Analyst to ensure a seamless transition for processes between permit applications, plans examination and field inspections and develop reports to monitor activities.
8. Work jointly with the Fire Services on plan examination and inspections process as it relates to fire sprinkler, systems, standpipe system, fire alarm, and other life safety systems as regulated in the Ontario Building Code, and NFPA Standards as it relates to Part 9 Buildings.
9. Provide guidance to Plan Examiners and Building Inspectors in the review of reports submitted by architects, engineers or fire protection consultants on good engineering practice and judgements, and alternative solutions to determine whether the proposal provides the level of performance required by the Ontario Building Code, based on merit and engineering principles and provide recommendations to the Director/CBO.
10. Monitor the permit database system (Land Manager) to ensure input consistency and validity of information be entered and assist with the implementation electronic plans examination and permit processing standards.
11. Work with the Manager of Current Planning to ensure seamless transition between zoning review and plan examination.
12. Assist in the development policies and procedures, service levels, standardized public information guidelines to as it relates to permit application intake, plan examination and building inspections to improve efficiency and maintain consistency.
13. Assist with the preparation sectional annual budget, building by-laws, presentations, prepare reports or information to be presented to City Council as required.
14. Review and analyze: enforcement records, complaints, and fines collected and prepare summary reports as required by the Director/CBO.
15. Appear in court or in front of a Justice of the Peace or participate Property Standards Tribunals and Hearing on the behalf of the municipality, as required.

16. Responds to requests for information related to Building Permits from Councillors, staff, developers and general public and resolves sensitive and complex issues with guidance from the Director/CBO and Create correspondence and for internal and external stakeholders.
17. Develop continuing education strategies and provide the tools to ensure team members remain current to the technical changes of the applicable codes and standards

POSITION REQUIREMENTS:

Minimum - three (3) year college diploma in Engineering or Architectural Technology or related field.

The qualifications necessary to obtain designation as a Supervisor as prescribed in the Ontario Building Code namely the successful completion of technical examinations proctored by the Ministry of Municipal Affairs and Housing in the following categories of qualification:

General Legal/Process—Powers and duties of a CBO
House
Plumbing House
HVAC House
Small Buildings
Plumbing - All Buildings
Building Services
Detection, Lighting and Power
Building Structural
Large Buildings

- Minimum seven (5) years of experience in a Municipal Building Department in a management / supervisory capacity.
- Significant amount experience in plan examination and development changes act and by-laws and strong ability to read and interpret architectural, structural, and mechanical drawings, specification and reports
- Comprehensive knowledge of the Building Code Act, the Ontario Building Code and applicable laws and reference documents; ability to interpret various Acts, Regulations and By-laws, Zoning By-laws and By-laws passed under the Municipal Act pertaining to Buildings
- Strong knowledge of applicable legislation, regulations, codes of practice, by-laws and policies that affect municipal building services.
- Excellent interpersonal, communication, analytical and technical skills and, strong conflict resolution skills

- Experience with electronic plans review
- A valid Ontario Driver's License Class "G" with a satisfactory driving record; use of own vehicle required

QUALIFICATION:

- Certified Engineering Technologist (C.E.T) with the Ontario Association of Certified Engineering Technicians and Technologist.
- Certified Building Code Official (CBCO) with the Ontario Building Code Officials Association

Revised: March 8, 2023