

### About the City of Hamilton

Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. **#BeTheReason**

## JOB POSTING

**JOB ID #: 20670**

**Supervisor, Building Engineering**  
Planning & Economic Development  
Building Division  
Hamilton City Hall

**NUMBER OF VACANCIES:** 1 Full-Time Regular

**UNION/NON-UNION:** Non Union Management Professional

**HOURS OF WORK:** 35.00 per week

**GRADE:** 7

**SALARY/HOUR:** \$58.254 - \$72.818 per hour

*Note: See appropriate Collective Agreement or the Non Union Salary Range for details.*

**STATUS/LENGTH:** Permanent

## **SUMMARY OF DUTIES**

Reporting directly to the Manager of Building Engineering, responsible for the efficient direction and supervision of Building Engineer staff, acts as a resource, provides technical assistance, recommends policies and procedures and ensures permit application review and issuance are performed so as to achieve compliance with the Ontario Building Code and other applicable regulations and standards.

## **GENERAL DUTIES**

Assumes the responsibilities and duties of the Manager of Building Engineering in his or her absence.

Participates and collaborates with Building Division leadership team

Prepares work schedules, assigns duties, monitors and evaluates staff performance, disciplines and trains Building Engineer staff.

Audits permit applications, approved drawings, deficiency letters, fees collected, and other Building Division functions on a regular basis in order to ensure that proper procedures and consistency have been followed.

Ensures that routine work is completed within divisional guidelines and legislated timelines.

Liaises with, trains and mentors Building Engineers in building code related work, technical standards, policies and procedures, municipal by-laws and other applicable law.

Investigates, analyzes and resolves complex Building Code and engineering related issues

Performs site inspections and site visits.

Recommends policies and procedures for the delivery of service.

Meets with the public, contractors and professionals in order to define regulatory requirements, departmental policies and arbitrates disputes.

Assists the Plans Examination and Building Inspections section staff in interpreting regulatory requirements and arbitrates disputes.

Performs plan examinations and building permit issuance on major development projects.

Writes or reviews reports and recommendations regarding unsafe buildings or other areas of technical concern.

Assists in the interview process for new employees and recommends preferred candidates.

Represents the City or Department on various technical bodies or on other City By-law and Technical Committees.

Acts as an expert witness for court and regulating bodies.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

## QUALIFICATIONS

1. Progressively responsible experience in building inspections, apply knowledge and theories of Civil Engineering as it relates to building construction normally acquired by obtaining a degree in a related field or an equivalent combination of education and relevant work experience
2. Thorough knowledge of current construction practice, the Ontario Building Code and related standards and a working knowledge of Zoning By-laws gained through considerable practical experience preferably in a municipal setting.
3. Membership with the Professional Engineers of Ontario.
4. The successful candidate must be eligible to be appointed as an inspector under the Ontario Building Code Act (as amended by Bill 124) and must successfully have the following required qualifications:
  - General Legal Process
  - On-site Sewage Systems
  - Plumbing all Buildings
  - Small Buildings
  - Complex Buildings
  - Building Services
  - Building Structural
5. Demonstrated ability to manage time and prioritize work to meet departmental objectives.
6. Ability to oversee the work of others to ensure work meets regulatory requirements.
7. Highly developed analytical and business planning skills.
8. Effective leadership, facilitation, communication, interpersonal and organizational skills.
9. Demonstrated ability to effectively manage a professional staff in a results-oriented environment.
10. Demonstrated ability to develop and deliver technical training and presentations to staff, the public and professionals.

### *Disclaimer:*

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

### *Terms:*

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

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**Please apply on our careers website on or before: 2023-06-14**