



## INSPECTIONS SUPPORT COORDINATOR

JD#: M943

Job Number: J0823-1350

Job Title: Inspections Support Coordinator

Department:

Building Standards Department

Job Type: Permanent Full Time

Job Category: Building Inspections

Number Of Positions: 1

Date Posted: September 7, 2023

Closing Date: September 21, 2023

Salary: \$66,112.00 - \$78,700.00/Year

Hours of work: 35

Schedule: Monday to Friday

Union: Non-union

Vaughan is one of Canada's fastest-growing cities. Its emerging downtown, the Vaughan Metropolitan Centre; Canada's first smart hospital, the Cortellucci Vaughan Hospital; and the 900-acre North Maple Regional Park continue to generate momentum and excitement. Be part of something amazing and build your career at the City of Vaughan!

The City is an equal-opportunity employer and a forward-looking municipality that is committed to fostering a dynamic workplace that is diverse, inclusive and welcoming. As an award-winning organization for its employment and diversity and inclusivity practices, the City is focused on providing its employees with a thriving professional environment that leverages flexible work arrangements, a family-focused benefits package emphasizing work-life balance, learning and growth opportunities, and a place where collaboration and teamwork are valued.

Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

### Position Overview

Supports the Management Team of the Inspections division by providing coordinated action to ensure good governance objectives are achieved. Achieves Regulatory Building Code requirements, departmental OKRs and performance measures. Prepares and addresses sensitive and confidential information and documents. Reassigns workload and daily inspection requests to accommodate employee absences, manages fleet maintenance and coordinates servicing. Coordinates key inspection functions; responds to technical enquiries, coordinates enforcement action and monitors adherence to occupational health and safety requirements, all in a high-demand and time sensitive environment.

### Qualifications and Experience

- Three (3) year Community College Diploma in Business Administration, or suitable equivalent
- Minimum of three (3) years of progressive experience, preferably in a municipal or unionized public sector organization, dealing with the public and building industry professionals
- Successful completion of MMAH Qualification, General Legal, or
- Powers and duties of a Chief Building Official, and
- One from House or Small Building
- Working knowledge of information technology and City systems including the AMANDA database
- Highly proficient with utilizing Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Adobe Acrobat Pro DC
- Team player who can work cooperatively and collaborate with other members of the department and the corporation
- Ability to deal courteously with public, staff and building industry professionals under all circumstances
- Understanding of the Building Code Act, Ontario Building Code
- Knowledge of and demonstrated ability in the City's core competencies as well as relevant departmental functional competencies

The City of Vaughan has an employee-focused culture with an emphasis on health and wellness, work-life balance, and family benefits.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.