



# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

POSITION ID: 1111-001

CALL NO.:23-3430

**Job Designation:** Manager, Building Services  
**Department:** Building Services  
**Job Details:** Full Time (Non-Union)  
**Salary Range:** \$123,547 - \$148,315  
**Duration:** Permanent Full-time  
**Closing Date:** Applications for this position must be received at [oakville.ca](http://oakville.ca) in the employment section by no later than 11:59 pm on December 4, 2023.

**We offer:**

- A hybrid work schedule
- A defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

Reporting to the Director of Building Services, the Manager, Building Services will provide leadership, direction and professional expertise to a team who is responsible for the delivery of town-wide Ontario Building Code Act inspection services and enforcement. The Manager, Building Services will oversee and manage all aspects of building construction approvals to ensure compliance with the Ontario Building Code and other related legislation.

**What can I expect to do in this role?**

As the Manager, Building Services you will:

- Lead the sectional priorities, development and management of staff to ensure efficient delivery of services while encouraging creative thinking and the development of innovative solutions.
- Lead the team in the enforcement of the Ontario Building Code
- Lead the sectional priorities, development and management of staff to ensure efficient delivery of services while encouraging creative thinking and the development of innovative solutions.
- Liaise with the management team, reporting on the team's activities and provide guidance as required.
- Provide expertise and guidance to the public within the building division's parameters.
- Implement and promote the town's strategic values and foster a culture of innovation, engagement, collaboration, and respect.
- Monitor all aspects of the section's operations.
- Coordinate with other divisions/departments as necessary
- Ensure section staff is up to date with all education, training, including health and safety policies.
- Coordinate building code act related prosecutions
- Liaise with legal services regarding legal issues involving the building division.
- Responsible for section's performance management including development and implementation of work plan.
- Develop policies, procedures and guidelines for Chief Building Official's approval.
- Responsible for section budget preparation and monitoring

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

## **How do I qualify?**

You have an undergraduate degree or diploma from a recognized post-secondary institution with specialization in Architectural, Engineering Technology or related field. Your formal education is augmented by a minimum of 8 years of progressively responsible positions in a building environment, preferably in the public sector. An equivalent combination of education and experience may also be considered. You have successfully completed the MMAH exams in all major disciplines and have extensive experience enforcing by-laws, the Ontario Building Code and other related legislations and regulations.

### **In addition, your experience includes:**

- Meeting the expectations of internal and external customers: customer service-oriented and modeling service delivery excellence.
- Providing direction and leadership to a staff team in the delivery of services.
- Broad experience in corporate, operations and policy settings.
- Skillfully influencing and building relationships inside and outside of your organization.
- Leading change and innovation.
- Making risk-adjusted evidence-based decisions in a timely manner.
- Planning, developing, and implementing programs, policies, proposals and action plans.
- Developing and implementing budget and forecasting exercises, strategies, and work plans.
- Drafting policies and presentations and delivering reports and briefings to senior management.
- Demonstrated customer service skills, exceptional negotiation, conflict resolution and problem-solving skills
- Managing organizational change through strong leadership and communication skills
- Proven ability to work independently, combined with well-developed organization and time management skills.
- Ability to deal effectively with tact, courtesy, discretion, and diplomacy with all levels of staff and the public.
- Strong written and verbal communication skills

### **Core Knowledge Required for Success:**

You are an experienced leader with a comprehensive knowledge of:

- The Ontario Building Code, Occupational Health and Safety Act and other related legislations or regulations.
- Legal processes in relation to building inspections and construction.
- Construction best practices
- Current policies and practices relative to building and construction, with an eye to future trends, technology, and information.
- Government decision-making processes
- Microsoft Office Suite, building permit and inspection systems.

In addition, your experience demonstrates the following manager leadership competencies:

- **Strategic Thinking** – innovating through analysis and ideas.
- **Engagement** – mobilizing people, organizations, partners.
- **Management excellence** – delivering results through action management, people management and financial & asset management.
- **Accountability and Respect** – serving with integrity and respect.

### **Corporate Values:**

Teamwork, accountability, dedication, honesty, innovation and respect

**DATED: November 10, 2023**

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6J 5A6.

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing

**We thank all applicants and advise that only those selected for an interview will be contacted.**

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