



Posting Id	2419
Department	Planning and Building Services Department
Division	Building Division
Rate of Pay	\$114,535.00 - \$132,854.00 Annual
Job Type	Permanent Full Time
Replacement/New Position	Replacement
Posting Type	Internal and External
Posting Date	01/08/2024
Application Deadline	01/29/2024

Supervisor Plans Review

Position Summary

This position is responsible for overseeing the effective delivery of the building permit review process, which includes application intake, plans examination in all disciplines, zoning review of building permits and planning circulations, compliance and information services, digitization of historical records, and issuance of building permits.

Key Duties and Responsibilities

- Provides direction and guidance to front counter staff on the intake and review for completeness of customer service requests, and to digitization and compliance clerks and interns on the digitization of historical records and fulfillment of requests for reports.
- Provides direction and guidance to technical staff on plan review and operational issues related to the review and issuance of building permit applications for compliance with the Building Code and applicable law.
- Provides day to day supervision of staff so that coverage is available to address customer service requests, including managing time off and overtime requests as well as performance management, discipline and training.
- Evaluates the strengths and weaknesses of staff and recommends and/or provides ongoing feedback, coaching, mentoring and training to comply with provincial regulations and municipal policies and to enhance the skills of plan review staff.
- Assigns work and provides direction to plan review staff, and follows up to ensure that assigned tasks are completed.
- Demonstrates a high level of integrity and provides oversight to ensure that intake and plan review services are provided with integrity and efficiency.
- Enhances team effectiveness by implementing technological improvements and expanding the use of electronic business tools.
- Provides input, guidance and expertise in the development of policies, guidelines and service level standards to facilitate a consistent approach to service delivery and to support the strategic priorities of Council.
- Oversees and provides guidance on the content and quality of staff records and regularly audits entries so that a consistent standard is maintained.
- Acts as a resource to City staff, Members of Council and customers to provide technical guidance and advice on issues related to the health and safety of occupants and users of buildings in accordance with the Building Code.
- Collects and summarizes data using key performance indicators for workload and performance tracking and reporting.
- Responds to complaints and inquiries from members of Council, senior leadership and customers.

Education and Experience

- Degree or diploma in architecture, engineering or building sciences.
- Successful completion of Ministry exams in all disciplines.
- Management or supervisory courses or training program, considered an asset.
- Architectural Technologist OAA, MAATO, CET, considered an asset.
- Six to Seven years' experience in a related field with a minimum of one year supervisory experience.

Required Skills/Knowledge

- Maintains a superior level of knowledge of the Building Code Act, regulations and applicable law related to development.
- Understands roles of other City divisions and outside stakeholders involved in development and regulatory fields.
- Strong verbal and written communication skills (English)
- Familiarity with and ability to utilize IT hardware and software (MS Office Suite, Business Systems)

Leadership Competencies

- Builds people and culture
- Cultivates open communication
- Demonstrates personal leadership
- Navigates and leads through complexity and change
- Shapes the future

To apply:

Please visit the City of Richmond Hill Career website at <https://jobs.richmondhill.ca/job-invite/2419/> referencing the Posting ID – 2419. Application deadline is January 29, 2024 at 11:59 PM.

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.