

# City Of Kenora

## Building Services Coordinator

### External Job Posting

Kenora provides a high quality of life for residents and unforgettable experiences for visitors by celebrating and embracing the community's rich heritage, diversity, and natural environment.

<b>DEPARTMENT</b>	Planning & Building Services	<b>HOURS OF WORK</b>	Monday - Friday
<b>CLASSIFICATION</b>	PM-05	<b>SALARY</b>	\$105,664.87 – \$124,001

#### Why the City of Kenora?

The City of Kenora is a municipality nestled in Northwestern Ontario, just two hours east of Winnipeg, Manitoba, where Lake of the Woods offers a breathtaking backdrop to your career. Experience a commute-free lifestyle while enjoying competitive wages, enticing benefits, and a work environment that turns every day into a win. Join us at the City of Kenora!

#### Benefits:

- 100% employer paid extended Health Benefits including Prescription Drug, EAP, and Life Insurance
- 4 weeks of paid time off
- 14 other paid holidays
- 18 sick days per year
- Employer matched Defined Benefit Pension Plan
- Relocation assistance available

#### Position Summary:

Reporting to the Director of Planning and Building Services, the Building Services Coordinator is responsible for managing the day-to-day tasks in the areas of customer service, administration, communications, research, and analysis for Building Code initiatives. A key role for the Building Service Coordinator will be ensuring that buildings are constructed in accordance with Municipal by-laws, the Building Code Act (BCA), & Regulations through performance of on-site inspections and plan examination duties. The position also assists with the enforcement of the Property Standards By-law and responds to building permit application enquiries. The Building Services Coordinator will assist in the development of the building inspections program by making process improvement recommendations and supervising a small team.

#### The Building Services Coordinator will:

- Review applications, specifications, and plans from all disciplines for compliance with the Municipal zoning by-law and the Ontario Building Code and applicable law.
- Conduct inspections, within legislated timelines, for the compliance of construction with the Ontario Building Code and maintain accurate records of permits and inspections.
- Maintain inspection functions including risk assessment and recommend inspection programs.
- Inspects on-site materials and conditions to ensure compliance with the Ontario Building Code.
- Inspect existing buildings and premises for change of use, occupancy or compliance with applicable codes and ordinances; work with the public to ensure structures are safe and ready for occupancy.
- Visits building construction, demolition sites, and private properties to check that appropriate permits have been obtained, ensures that approved plans are followed, and assesses for code or by-law infractions.
- Provides instruction to contractors, architects, engineers and the public on the regulations and compliance matters as they relate to building construction, the Ontario Building Code, and construction related By-laws.
- Investigates complaints regarding contraventions of statutes, regulations, and By-laws.
- Issues Orders to Comply and Notice of Violation when infractions of regulations are found.
- Keep Chief Building Official informed of situations, which potentially require a stop-work order.
- Monitors outstanding orders, initiates pre-court hearings, and recommends that legal action be taken.
- Advises Ministry of Labour of unsafe working conditions or sites and participates in investigations.
- Inspects fire damaged or unsafe buildings to determine the extent of damage and need for repairs/replacement.
- Inspects structural collapses and collaborates with other agencies involved.

- Prepare court briefs and assist in the prosecution of offenders, prepare and present evidence in court as required concerning the Building Code Act, by-law enforcement, and when legal action is required to obtain compliance.
- Compile and maintain up to date records and files.
- Assist with managing the financial resources for the department to ensure they are being used effectively which includes supporting budget development and related programs.
- Provide customer assistance on all aspects of Building Services to support enforcement of the Building Code Act and Building Code.
- Assist with responding to and resolving escalated inquiries, as well as develop and maintain effective working relationships with internal and external stakeholders.
- Provide professional opinions, advice and guidance to council, committees, senior management, and other city departments with respect to corporate initiatives as well as those of Building Services (municipal building permit processes and applications, construction issues, zoning issues and new or pending legislation and regulatory standards and guidelines).
- Facilitate community efforts relating to building services matters. Represent the corporation at various meetings and hearings as required and act as critical point of contact for matters related to building services.
- Assist with land management system changes and the implementation of Cloud Permit to support Building Services workflows.
- Assist with research, analysis and data collection of municipal best practices with regards to the Ontario Building Code and related policies and procedures.
- Produce reports pertaining to Ontario Building Code amendments and related legislative and regulatory changes, policy and bylaw development, departmental instruction, and support for committee and council reports related to the Building Code.
- Determines work procedures and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Supervise employees and assist with staff mentorship on new processes, policies and land management system.

**Qualifications:**

- Post Secondary Education in engineering, architecture, architectural technology, engineering technology, construction engineering technology, or related discipline is required. Alternatively, high school graduation and completion of an apprenticeship program with a Red Seal Journeyman status in a residential construction trade may be considered.
- MMAH Qualification/Building Code Identification Number (BCIN) with the ability to hold and maintain, or be willing to obtain, qualifications to be a building inspector as required by the Ontario Building Code Act and Ontario Building Code Regulations in the following categories: Legal Process, House, Small Buildings, Large Buildings, Complex Buildings, Plumbing-House, Plumbing-All Buildings, HVAC-House, Building Services, Building Structural (10 in total).
- A Certified Building Code Official (CBCO) designation as granted by the Ontario Building Officials Association is preferred.
- Five (5) to seven (7) years of Ontario Building Code inspection/plans examination experience; or related work experience.
- Three (3) years of related experience in a local government preferred.
- Three (3) to five (5) years of supervisory experience, preferably in a unionized environment.
- Demonstrated knowledge of the Ontario Building Code Act and Regulations regarding all types of construction as well as a basic knowledge of mechanical, electrical and structural engineering design principles as related to building construction.
- The ability to read and comprehend detailed construction drawings and site plans.
- Well-developed communication skills and excellent customer service skills with the ability to liaison with key external and internal stakeholders.
- Excellent oral and written communication skills with an ability to produce reports and communicate with all levels of staff, external contractors, and the general public.
- Well-developed organizational and time management skills with an ability to complete a high volume of work with accuracy and within prescribed deadlines in a fast-paced environment.
- Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling confidential/sensitive information. Possess a high level of initiative and personal integrity.

- Strong problem solving and decision-making skills and the ability to function effectively with minimal supervision.
- Experience with building permit software would be considered an asset.
- Availability to work flexible hours as required.
- Ability to meet the physical requirements (i.e. field inspections) of the job and wear personal protective equipment.
- A demonstrated commitment to enhancing a safety culture.
- Must possess a valid 'G' class Ontario Driver's License and have access to a vehicle for use on Corporate Business (mileage compensated). Ability and willingness to travel within the community and out of town as required.

Successful applicants will be required to provide a Criminal Record Check, Driver's Abstract, and professional references deemed satisfactory to the employer. Qualified applicants are invited to submit a current resume using the following link, **no later than 4:30 p.m. February 19<sup>th</sup>, 2024**:

<https://kenora.bamboohr.com/careers/103?source=aWQ9Mjk%3D>



The City of Kenora is an equal opportunity Employer and committed to building a workforce that reflects the rich diversity of the community we serve. We encourage applications from all qualified individuals including members of groups with historical and/or current barriers to equitable employment, including but not limited to, Indigenous Peoples, members of racialized communities or visible minorities, persons with visible and/or invisible disabilities, diverse sexual and gender identities, orientations and/or expressions, and others who may contribute to the further diversification of ideas.

The City of Kenora is committed to providing accommodation in all aspects of the recruitment and selection process in accordance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. If you require an accommodation, please advise the Human Resources department in advance to ensure your participation in the recruitment and selection process.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

We thank all candidates for their interest, however only those selected for an interview will be contacted.