

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 171 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People 



JOB TITLE: Supervisor, Zoning and Sign By-law Services

DEPARTMENT: Planning, Building and Growth Management

POSTING NUMBER: 105674

NUMBER OF POSITIONS: 1

JOB STATUS & DURATION: Full Time Permanent

LOCATION: Hybrid Model – when working onsite, you will report to the location of Flower City Community Campus (FCCC)

HOURS OF WORK: 35 hour workweek

SALARY GRADE: 7

HIRING SALARY RANGE: \$109,299.00 - \$122,962.00 per annum

MAXIMUM OF SALARY RANGE: \$136,624.00 per annum

JOB TYPE: Management and Administration

POSTING DATE: March 5, 2024

CLOSING DATE: March 20, 2024

AREA OF RESPONSIBILITY:

Reporting to the Manager, Zoning and Sign By-law Services, provides supervision to a team of professional and technical staff responsible for providing compliance and interpretation services to internal and external client groups of the Zoning By-law, Sign By-law and Building Code Act as it applies to signs. This ensures that legislative and City standards are upheld and that zoning by-laws are understood and adhered to. Assist the Manager with communication, and guidance for staff in Planning whose responsibility is development of planning policies and zoning provisions is crucial to ensure that policies can be implemented and enforced as they were intended. Responsible for program development, delivery and the resolution of issues related to the application of the Zoning By-law, Sign By-law, Registration By-law and Pool Enclosure By-law. As the business evolves, partnering with the Manager to implement technological changes, support staff through these changes, and collaborate and assist with the implementation of ongoing efficiencies.

KEY RESPONSIBILITIES

PROGRAM DELIVERY – ZONING SERVICES

- Partner with the Manager to support and manage the Zoning Services team consisting of Zoning Examiners who provide technical review, customer service and inspection for zoning by-law compliance, interpretation and comments for: development applications, proposed zoning by-laws, subdivision agreements, part lot control by-law applications, Committee of Adjustment applications, site plan applications, building permit applications, pool enclosure permit applications, two-unit dwelling registration, as well as provide compliance verification for licensing and enforcement staff.
- Review and comment on proposed draft Zoning By-law amendments.

PROGRAM DELIVERY – SIGN BY-LAW SERVICES

- Partner with the Manager to manage the Sign By-law Services team consisting of a Sign Examiner, a Sign Co-ordinator and Sign Inspectors who provide technical review, customer service and inspection for sign by-law compliance, interpretation and comments for site plan, building permit applications and temporary sign permit applications.
- Support the technical review and service delivery of sign compliance services in the review of applications for building permits, mobile sign permits, charitable/not-for-profit sign approvals, inspections and enforcement.
- Maintain and monitor the inspections program, investigations and the issuance of orders to comply and initiate prosecution as required.

- Lead ongoing maintenance and updating of the Sign By-law based on current industry trends.

MANAGEMENT AND TEAM LEADERSHIP SUPPORT

- Partner with the Manager to plan, prioritize and distribute assignments to staff based on qualifications and experience while maintaining and monitoring established services levels and workload demands.
- Participates in the recruitment process and participate in the training of new Plans Examiners, Coordinators and Inspectors.
- Partner with the Manager in evaluating issues related to performance management, discipline and other personnel matters of a confidential nature.
- Foster a productive team environment by effectively addressing issues, supporting and motivating staff including mentoring and training.
- Identify and assist in the development of guidelines and procedures.
- Maintain and monitor the team's operating policies and service standards to ensure accuracy and consistency of work provided.

PROVIDE INFORMATION

- As a subject matter expert, conduct research, makes recommendations and prepares professional reports for projects assigned, including recommendation reports for Committee and Council.
- Oversee and monitor standards for verbal and written responses to inquiries to ensure accuracy and consistency.
- Advise the public and professionals with respect to the building code, interpretations of the Zoning and Sign By-laws, development review process and other related enquiries.
- Assist the Manager in responding to Council inquiries related to Zoning and Sign By-laws and second unit registration.
- Respond to escalated enquiries related to Plans Examiner code or by-law interpretations through effective investigation and conflict resolution, where necessary keep Manager informed of escalating technical and administrative issues.

LIAISE WITH KEY STAKEHOLDERS

- Represents the Division/Department at various internal and public meetings to provide zoning and sign by-law information.
- Liaise and foster effectual working relationships with internal stakeholders including By-Law Enforcement, Fire Department, Planning, Public Works, Legal Services, Licensing, the Mayor and Council to ensure that policies are implemented and enforced as they were intended following adoption by Council.
- Liaise with key external stakeholders including designers, contractors, homeowners, and other external agencies.
- Work in collaboration, as part of the section's management team, in the evaluation of the section's effectiveness and assess the need for change.

SELECTION CRITERIA

- Post-secondary degree in Planning, Geography, Engineering or Architecture or a diploma in Architectural or Engineering Technology or equivalent field of study.
- 5 years progressive experience in a direct or related field.
- Demonstrates superior written and verbal communication skills.
- Demonstrates exceptional customer service and conflict resolution.
- Demonstrates report writing and presentation skills and experience.
- Proficiency in the reading and interpretation of drawings, specifications and other technical documentation.
- Highly developed analytical, problem solving and organizational skills.
- Proficient in Microsoft Office.
- Knowledge of applicable Municipal, Regional, Provincial and Federal legislation is an asset.
- A dynamic, team-oriented individual with highly developed project and team management skills.

- Successful completion of the following Ministry of Municipal Affairs & Housing provincial qualification examinations:
 - Legal Processes
 - House
 - Small Buildings
 - Building Structural
 - Large Buildings
- A valid, non-probationary Ontario class G license and use of own vehicle.

***Various tests and/or exams may be administered as part of the selection criteria.*

Alternate formats will be provided upon request.

Interview: Our recruitment process may be completed with video conference technology.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available. *Our Hybrid Model is subject to change.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment quoting **reference #105674 by March 20, 2024** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self-identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.

If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new [Alternate Format Request](#).



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.