

Our team is highly skilled, passionate about our community, and we care. Let's grow together.

Project Manager – Modernization (Temporary)

(anticipated for a period of up to twenty-four (24) months)

Who We Are

In Whitby, we are dedicated to our work, our community, and each other. We work hard, we have fun, and we celebrate our successes.

The Town of Whitby is a community in transformation that is located in the heart of Durham Region in the eastern Greater Toronto Area. Whitby is the second-largest municipality in the region and one of the fastest-growing communities in Canada. Located on Lake Ontario and only an hour east of Toronto, the population of Whitby is expected to grow from 140,000 to more than 200,000 by 2031. Whitby's Official Plan has been updated to establish new directions for Whitby's planned growth and development; the protection of our natural and built environments; urban design intensification; sustainability; community improvement; and, new employment within this time frame.

The Town of Whitby combines a small town atmosphere with the sophistication and amenities of a larger urban centre. Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with an award-winning marina, year round sports and recreation activities, parks, trails, and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day.

Whitby has an exciting and aspiring future, with a community that is welcoming, growing and transforming. On our team, you can expect to make a difference through your work and have a direct impact on shaping our growing community. Creating an inclusive environment where employees experience job satisfaction and have rewarding careers is important to us. We live our values and foster a culture of collaboration, accountability, respect and engagement where people enjoy coming to work.

We want to be the preferred employer for the most talented people who care about the Town of Whitby, and are excited and proud to serve our vibrant community.

Let's grow together.

What You Will Get To Do

Reporting to the Director/Chief Building Official, the Project Manager – Modernization (PM) is responsible for the management and delivery of projects that support the modernization of Building Services Division in accordance with divisional, departmental and corporate priorities.

The PM is the divisional representative and acts as the bridge between the business and other divisions, such as the Technology and Innovative Services (TIS) division, in the delivery of modernization projects and improving business operational efficiencies. The responsibilities include implementation of continuous improvement initiatives and projects in the areas of modernization, financial sustainability, performance metrics & development of key performance indicators, process improvements, data analytics, as well as education & training to support the administration and enforcement of the Building Code Act. Through the utilization of sound project management principles, methodologies and techniques, the PM ensures timely and successful project delivery/outcome.

The position is also responsible for leading and project managing the Building Services Division's work related to the Housing Accelerator Fund (HAF) programs and initiatives.

Duties for this newly created progressive role include, but are not limited to:

- Responsible for leading and project managing various projects and initiatives that support the modernization of Building Services Division.
- Responsible for coordination, development, implementation, ongoing monitoring and evaluation of various initiatives. Manages project timelines, stakeholder engagement plans and business objectives to ensure successful implementation of process improvement and modernization initiatives.
- Manages projects in accordance with good project management principles and best practices, delivering project deliverables as per the schedule. Provides leadership and governance throughout the project lifecycle from initiation to close.
- Responsible for leading and project managing the Building Services Division's work related to the Housing Accelerator Fund (HAF) programs and initiatives. Projects range from phased initiatives that focus on incremental improvements to large scale initiatives that will create long-term systemic change as it relates to housing permit approvals.
- Acts as the divisional lead in project managing and participating in the development and implementation of e-permit and mobile inspection tool. Ensures execution of functional and streamlined digital solution for building permits and inspections. Responsible for ongoing quality control and monitoring to ensure efficiency and effectiveness.
- Develops a comprehensive performance metrics system including identifying Key Performance Indicators (KPI) and a mechanism to monitor and report performance. Conducts data analysis on KPI to identify areas of improvement and tracks progress against targets. KPI includes, but not limited to, progress/performance measures relevant to building permits and inspections from a prescriptive and/or performance based approach ensuring legislative compliance.
- Conducts research, synthesizes information, and prepares report including recommendations for a strategic plan for implementation. Carries out various complex research as directed by the Director/Chief Building Official.
- Conducts best practice reviews, researches policies and programs, including those in other municipalities, and provides expert advice and recommendations to the Director/Chief Building Official.
- Provides leadership and guidance on creating, updating and maintaining robust divisional specific digital databases.
- Assists in the development of process solutions to a wide range of difficult problems and challenges while ensuring consistency with the divisional, departmental and organizational objectives.
- Develops, recommends and implements process improvement plans to drive modernization, operational efficiency and a culture of continuous improvement.
- Assists with the development of guides, procedures and bulletins in consultation with management team and staff in areas of permit administration, plans review and inspections.
- Tracks regulatory legislative changes and ensures that the Building Services division and the public is kept well informed and educated. Delivers presentation and updates as required.
- Establishes and maintains strategic relationships with internal and external stakeholders, serving as a key liaison for various projects and initiatives.
- Collaborates and engages with key stakeholders and provide regular progress updates, including successes, challenges and next steps. Where necessary, the PM facilitates cross-functional teams to identify opportunities for improvement, develops action plans and implements.

- Be proactive in Education and Continuous Learning. Participates in various training sessions such as, but not limited to, Lean/Customer Service/Innovation related opportunities.
- Performs other duties as may be assigned in accordance with divisional, departmental and corporate objectives

Who You Are

Our Building Services team is looking for an enthusiastic, solutions-driven leader who takes initiative and thrives as part of a high performing team. You are self-motivated, self-starting, and utilize a proactive and collaborative approach to work. You value partnerships. Your excellent communication and interpersonal skills coupled with your experience enables you to establish and maintain positive working relationships across various stakeholder groups. You demonstrate tact, diplomacy and sound discretion when working with a broad range of partners.

A high volume of work does not intimidate you. You are excellent at prioritization, project and time management, and can work under pressure to meet deadlines. You are a critical thinker and can quickly and skilfully analyze complex individual, team and system-wide issues that have organizational impact. You are flexible, comfortable with ambiguity and can shift focus quickly.

You like to chase down new ideas and innovative ways to address current and long-standing challenges.

What You Bring To Our Team

- Post-secondary education in a professional discipline pertinent to the job function combined with relevant experience or the equivalent combination of education and experience.
- Minimum of ten (10) years of progressively responsible experience as a Building Official.
- A Senior Building Official with extensive experience in the administration of Building Code Act and the Building Code.
- A member in good standing in any one of, or combination of the following:
 - Professional Engineers of Ontario
 - Ontario Association of Architects
 - Ontario Building Officials Association
 - Ontario Association of Certified Engineering Technicians and Technologists
 - Association of Architectural Technologists of Ontario
- Successful completion of various Ministry of Municipal Affairs and Housing examinations on the Building Code Act and the Ontario Building Code.
- Certification as a Project management Professional (PMP) with the Project Management Institute or equivalent and a Lean certification would be considered an asset.
- Excellent working knowledge of building construction and building regulatory framework.
- Comprehensive knowledge and understanding of the Building Code Act, Ontario Building Code, as well as other relevant legislation.

- In-depth understanding of building permit and inspection process.
- Experience in planning, designing, coordinating and implementing business improvement projects in a municipal building department.
- Sound knowledge of various computer applications - e.g. Microsoft Office (Word, Excel, Outlook, PowerPoint, Project), Bluebeam Revu, AutoCAD, AMANDA, Building Permit Platform/Software.
- Demonstrated knowledge of current trends, tools, technics and practices in Project Management.
- Strong time management and prioritization skills to meet rigid task schedule.
- Ability to project manage multiple high priority initiatives in a fast paced, highly technical environment.
- Ability to prepare thorough, concise and descriptive written reports, process maps and process improvement plans.
- Ability to prepare, read, comprehend and analyze a variety of complex forms, reports, spreadsheets, data, records, documentations and correspondences.
- Ability to analyze complex and unique situations, research, synthesize and provide recommendations / options for problem solution. Takes corrective action and develops guidelines and precedents for future reference.
- Ability to identify, investigate, evaluate, and take action to mitigate project risks.
- Ability to understand business project requirements/needs and work with various stakeholders in meeting the intended goals and objectives. Must weigh competing priorities and the interests of different groups in decisions with significant impact.
- Ability to apply principles of logical or analytical thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve complex abstract problems requiring independent judgement, strategic thinking and innovative solutions.

What We Offer You

- Salary: \$107,895 - \$126,935 per annum (Band E)
- A comprehensive benefits program to ensure that your total compensation package addresses both your work and life needs.
- A hybrid work environment and flexible work arrangements where employees are empowered to do their best work in the way that works for them. This is designated as a Frontline Hybrid role. Frontline Hybrid recognizes that up to 40% of job functions associated with the role can be done virtually, from a remote office. Further details on these programs will be discussed through the selection process.

We are an Equal Opportunity Employer

At the Town of Whitby, our values guide everything that we do. We celebrate our differences, which is why we are committed to building an inclusive and barrier-free environment for our team. If you need a specific accommodation during the recruitment process, please let us know, and we will be happy to provide. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.

For your safety and the safety of others, if offered a role with the Town, you will be required to submit a completed Vaccination Declaration & Request for Accommodation form with proof of vaccination, if applicable, in accordance with the Town of Whitby's COVID-19 Vaccine Policy.

Vaccination requirements are subject to bona fide medical and/or human rights exemptions, or individual preference exemption. Any request for an exemption will be reviewed on a case-by-case basis, as per our COVID-19 Vaccine Policy, and would be subject to the Town's accommodation process.

Union Affiliation: No Affiliation

Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m. (thirty-five hours per week).
Additional hours as required.

Location: Whitby, ON