

**EXTERNAL JOB OPPORTUNITY**

<b>POSITION:</b>	<b>MANAGER, APPLICATION COORDINATION</b>	<b>JOB POSTING #:</b>	<b>2024-0130</b>
<b>POSTING PERIOD:</b>	<b>Wednesday, March 20, 2024 at 8:30 AM to Thursday, April 4, 2024 at 4:30 PM</b>		
<b>DEPARTMENT:</b>	Building Department	<b>UNION:</b>	Non-Union
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	NU0673
<b>POSITION STATUS:</b>	Regular Full-Time	<b>GRADE/CLASS:</b>	NU010
<b># OF POSITIONS:</b>	1	<b>RATE OF PAY:</b>	\$76,160.31 to \$92,573.80 annually
<b>POSITION #:</b>	00006064	<b>SHIFT WORK REQ'D:</b>	No
<b>HOURS OF WORK:</b>	35 hours		

**DUTIES:**

Reporting to the Deputy Chief Building Official, Permits this position is a leadership role responsible for the supervision of the Development Application Coordinator (DAC) Team and other Building Department staff on all matters relating to submissions and statuses of building permits, development and municipal applications. Manages recruitment, performance appraisals, performance management, staff attendance, and development activities to build team capacity. Responsible for training and development of staff as well as distribution and continued monitoring of workload to ensure equitable distribution. The incumbent will be responsible to track and assign submitted building permit applications to the DAC team and follow-up to ensure exceptional and seamless customer service delivery to Administration and members of the public, seeking assistance and/or guidance relating to building permit applications and other municipal or development application processes and matters. Assist with responding to and resolving escalated inquiries, as well as develop and maintain effective working relationships with internal and external stakeholders. Assist with research, analysis and data collection of municipal best practices with regards to the Ontario Building Code and related policies and procedures. Determine work procedures and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of DAC team operations. Responsible for developing a tracking mechanism for all application submissions utilizing appropriate and efficient technology for monitoring and reporting purposes. The incumbent is responsible for ensuring direct reports (DAC team) follow policy and procedure and legislated requirements in the review and issuance of all submitted building permits. Legislated requirements include ensuring permit assessment is reviewed and complies with the Building Code Act, Ontario Building Code and any Applicable Law (as regulated under the Building Code Act). This includes but is not limited to: meeting provincially legislated review timelines for development and building permit application processing; ensuring minimum standards for proposed construction are met as legislated under the Ontario Building Code; ensuring permits are issued in accordance with the Ontario Building Code Act, relevant by-laws, and other applicable laws; ensuring accuracy of fee assessments for each application.

Required to attend standing committee meetings, Council meetings, Development Triage meetings, pre-permit consultations, departmental meetings, meetings with other service areas, and external meetings as required. Ongoing collaboration and communication with the other service areas within the department and other City departments will be a mandatory responsibility to ensure that the application processes flow seamlessly from one service area to another and between City departments. This position is responsible for familiarizing themselves with other service area manager tasks and duties and will act as back up for the Manager of Permit Services as necessary or during staff absences. This position may be required to provide back-up for the administrative duties of the Deputy Chief Building Official, Permits, whose duties are imposed directly by the provincial legislature (specifically the Building Code Act and Regulations). These duties include provisions pertaining to building safety, fire protection, accessibility, and structural integrity. The incumbent must be flexible and responsive to changes that present with various levels of urgency and timelines for implementation. This position will require ongoing participation in professional development and duties will involve changing practices in response to new legislation and timelines, and continuous updating of policies, procedures, staff training, and general practices of the Building Department. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

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**QUALIFICATIONS:**

- Must have a Master’s Degree in Business, Architecture, Engineering, Sciences or Applied Sciences with a minimum of one (1) year of professional experience in customer service, data analysis and collection, research, financial process, interpreting legislation and regulations;
- **OR** Must have a University Degree in Business, Architecture, Engineering, Sciences or Applied Sciences with a minimum of two (2) years of professional experience in customer service, data analysis and collection, research, financial processes, interpreting legislation and regulations.
- **OR** Must have a Community College diploma in Business, Architecture, Engineering, Sciences or Applied Sciences with a minimum of four (4) years of experience in customer service, data analysis and collection, research, financial processes, interpreting legislation and regulations.
- Manager positions involved in the processing and issuance of building permits are required to be registered with the Director of the Building and Development Branch of the Ministry of Municipal Affairs and Housing and have the *Ministry of Municipal Affairs and Housing* legal qualification plus 1 other Ministry qualification as noted in Division C- Part 3 3.1.3.2(1)(b). The incumbent must successfully pass and obtain the legal qualification within 90 days of date of hire and will not be eligible for confirmation into the role until this qualification is obtained. The incumbent must also, within 18 months of the date of hire, successfully complete the examination program for any one category of qualification set out in Column 2 of Table 3.5.2.1. of the OBC.
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver’s Licence is required in accordance with the Highway Traffic Act and must provide a driver’s abstract as a condition of employment.
- Must possess excellent analytical, communication, report writing, organizing and research analysis skills.
- Must be detail oriented, proficient in drafting statistics and have the ability to prioritize multiple tasks.
- Must be a team player with the ability to develop and maintain strong working relationships within all levels of the corporation.
- Must have working knowledge of personal computers and software such the Microsoft Office suite of products.
- Must have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work.

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**HOW TO APPLY:**

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact [recruitment@citywindsor.ca](mailto:recruitment@citywindsor.ca) or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.

**NOTE:**

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**