

Job Title: Supervisor, Zoning

Req ID: 24941

Vacancy Type: Permanent

Number of Positions: 1

Closing Date: 04/15/2024

Job Summary

Reporting to the Manager of Zoning, the Zoning Supervisor will bring value to the section by supporting permit application processes through staff development, customer service and technical competence.

Duties and Responsibilities

- Provide effective and efficient operational supervision of the Zoning Plans Examination staff and ensure plans examination activities are carried out in accordance with the requirements of applicable Municipal zoning bylaws and all relevant Provincial legislation.
- Provide onboarding assistance, functional and technical guidance and advice to the Zoning Plans Examination staff as required to ensure sufficiency of compliance on all applications received within the Section.
- Ensure that Zoning Plans Examination staff deliver plans review services in a fair and consistent manner, all in accordance with established Divisional procedures.
- Provide training to the Plans Examination staff, ensuring that duties, responsibilities, goals and objectives are clearly defined and understood. Make recommendations regarding specific training requirements.
- Liaise with other Sections, Divisions, Departments and other agencies as required on matters related to Zoning Plans Examination activities.
- Research and prepare technical reports and any other information to assist Manager in responding to correspondence or other communication.
- Attend as required at internal or external meetings related to the delivery of plans examination services.
- Respond to inquiries from homeowners, builders, architects, engineers, and others requiring information or interpretation of the Municipal Zoning By-law and/or other Applicable law pursuant to development.
- Monitor existing service levels and procedures to ensure optimum effectiveness of the zoning plans Examination group. Promote Team effectiveness and continuous improvement by recommending/implementing changes as required to improve the processes and operation of Zoning Plans Examination.
- Ensure that established quality and timeliness standards are adhered to and objectives met.
- Provide all supervisory activities as required, including performance management evaluations, all in accordance with the policies and procedures of the Zoning Section, Building Division, Planning and Building Department and the City of Mississauga
- Perform other related duties assigned.

Skills and Qualifications

- University Degree or College Diploma in Planning, Architectural Technology, Business or Public Administration with a minimum of five (5) years' experience in the building and development industry including three (3) years minimum with a Municipal Building Department/Division or, the equivalent in education and related work experience.
- Experience working with, understanding and interpreting financial information
- Experience in a supervisory capacity is required.
- Must have an excellent working knowledge of applicable Municipal Zoning By-laws and other Provincial law.
- Must be thoroughly familiar with zoning plans examination procedures and applying analytical and problem solving skills.
- Strong leadership qualities will be complemented by coaching skills and technical competence.
- Customer service focus will require hands on supervision, daily quality control, report writing ability, sound communication skills and a demonstrated ability to train and counsel staff.

- Personal computer literacy will complement proficiency in the reading and interpretation of construction drawings, specifications and other technical documentation.

Hourly Rate/Salary: \$ 94,982.00 - \$ 126,643.00

Hours of Work: 35

Work Location: Civic Centre

Department/Division/Section: P&B/Planning & Building Dept , P&B/Building Division , Zoning Examination

Non-Union/Union: Non Union

A Criminal Record and Judicial Matters Check (Level 2) or Vulnerable Sector Check (Level 3) will be required of the successful candidate, at their own expense, to verify the absence of a criminal record for which a pardon has not been granted.

We thank all who apply, however, only those candidates selected for an interview will be contacted. You can also check your application status in your candidate profile online.

All personal information is collected under the authority of the Municipal Act.

Equity, Diversity and Inclusion

The City of Mississauga is committed to creating a respectful and supportive workplace that fosters a culture of equity, diversity and inclusion which broadly reflects the communities and residents we serve. Throughout the employee life cycle, the City is working to include an EDI lens to attract, retain and support the growth of diverse talent.

Learn more about the City's commitment to [Equity, Diversity and Inclusion](#).

Accommodations

The City of Mississauga is an Equal Opportunity Employer and is committed to removing barriers in our selection process for people with visible and invisible disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City of Mississauga 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 Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.

