



### **Supervisor, Technical & Regulatory Training**

**Regular Full Time**

**Requisition ID: 3933**

**Salary Range: \$99,224 to \$116,765 Annually**

The City of Markham is proud to be recognized for the 4<sup>th</sup> consecutive year as one of Canada's Best Employers by Forbes and Statista Inc. In 2024, the City of Markham is ranked the top city in Ontario and in the top 10 for Government Services. The recipient of multiple environmental awards, we are recognized for our innovative sustainability and urban planning initiatives as well as our fiscal accountability. More than 357,000 residents call Markham home and benefit from our rich heritage, culturally diverse environment, vibrant local economy and focus on quality of life.

Applications are now being accepted for the above position in the Building Standards Department, Development Services Commission. To apply, please submit your cover letter and resume on-line by **August 13, 2024**.

**Join us and make a lasting difference!**

**Please note:** This position will mainly be on-site.

#### **JOB SUMMARY**

The Supervisor, Technical & Regulatory training is the program manager of the Building Official Intern program as approved by the Ministry of Municipal Affairs and Housing. The Supervisor is responsible to ensure that all interns comply with the program, training of interns, ensuring interns only perform work they are qualified to do and file required reporting of the internship program to the Ministry. The Supervisor responsible for the efficient direction of staff, acts as a resource, provide technical assistance and ensures permit application review and permit issuance are performed so as to achieve compliance with the Ontario Building Code, Building By-Law and all other Applicable law.

#### **KEY DUTIES AND RESPONSIBILITIES**

- Supervises, trains and provides direction for Building Official Interns and staff to ensure that building official intern program runs according to approved policy and Ministry guidelines and that permit review and issuance are performed according to established procedures and within legislated timelines. Resolves issues which may develop between staff, customers and/or design professionals and acts as an intermediary at the request of the Manager of Plans Review.
- Prepares work schedules, manages attendance, assigns duties to staff, establishes priorities, participates in staff hiring, monitors and evaluates staff performance, recommends discipline, train and develop staff.

- Audits permit applications, approved drawings, deficiency items, fees collected and other Building Services on a regular basis in order to ensure that proper procedures have been followed.
- Supervise up to 7 full time union, 4 full time non-union contract staff to ensure plans review service levels are maintained.
- Provide verbal and written interpretations of the Ontario Building Code and referenced standards to Building Standards' staff, the general public, designers, contractors, Architects and Professional Engineers
- Liaises with the Supervisor of Permit Administration, Supervisor of Zoning, Supervisor Plans Review and the Supervisor Inspections in the development of departmental policy and procedures.
- Provides recommendations to and assists the Manager of Plans Review, Manager Inspections and Manager Client Engagement & Administration in the development of departmental policy, procedures and alternative solutions.
- Where applicable, accurately reviews building permits ( applications and issuance) in accordance with departmental practices and service levels and ensures that permit documents within the scope of responsibility are in compliance with the Ontario Building Code, Building By-Law and other Applicable Law prior to permit issuance
- Undertake special projects and assignments

## **REQUIRED SKILLS & COMPETENCIES**

- Post Secondary Education in Architectural Technology, Architecture, Planning, or a related discipline
- 5 to 7 years' experience in Building Code enforcement, examination or interpretation with a minimum 2 years of supervisory experience or any combination thereof.
- Qualified in Powers and Duties of CBO, On-Site Sewage Systems, Plumbing All Buildings, Small Buildings, Complex Buildings, Building Services, Building Structural, HVAC House. Plumbing House and House.
- Proficiency in all Microsoft Office Suite, AMANDA and ePLAN.
- Valid Ontario Class G Driver's licence and use of personal vehicle for business purposes required. Monthly vehicle allowance provided.

## CORE BEHAVIOURS

- **Service Excellence:** Leads and supports staff in meeting or exceeding service standards when interacting with customers.
- **Change & Innovation:** Effectively implements change and supports and involves staff through change transitions.
- **Teamwork & Relationship Building:** Leads and supports staff in working together collaboratively, fosters teamwork and inclusion, and cultivates relationships.
- **Communication:** Models active listening and clear communication, and supports staff members in communicating effectively.
- **Accountable Results Oriented:** Role models ethical behaviour and accountability; clarifies expectations, policies and legislation and supports staff in meeting them.
- **Management & Leadership:** Supports a positive work environment, develops and enables staff, sets clear expectations, provides regular feedback, and addresses performance.

The City of Markham is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require an accommodation and we will work with you to ensure a barrier free hiring process.