

Job Title: Supervisor, Building Inspections

Supervisor, Building Inspections

Posting Id	2709
Department	Planning and Building Services Department
Division	Building Division
Section	Inspections
Job Grade	Admin Grade 07
Rate of Pay	\$62.93 - \$73.00 Hourly
Job Type	Contract/Permanent Full-Time
Vacancies	2
Contract Length/End Date	2 years
Replacement/New Position	Replacement
Posting Type	Internal and External
Posting Date	09/03/2024
Application Deadline	09/17/2024

Position Summary

This position is responsible for supervising a multi-disciplined team of inspection staff to ensure that construction is carried out in accordance with provincial and municipal regulations and that field inspection staff carry out their roles in accordance with health and safety regulations and policies. This position also conducts field inspections to assist inspectors and management in making decisions on complex technical matters.

Key Duties and Responsibilities

- Provides direction and guidance to inspection and clerical staff as they perform their roles related to the inspection of buildings for compliance with provincial and municipal regulations.
- Provides day to day supervision of staff so that coverage is available to address customer service requests, including managing time off and overtime requests as well as performance management, discipline and training.
- Evaluates the strengths and weaknesses of staff and recommends and/or provides ongoing feedback, coaching, mentoring and training to comply with provincial regulations and municipal policies and to enhance the skills of plan review staff.
- Assigns work and provides direction to inspection staff, and follows up to ensure that assigned tasks are completed.
- Demonstrates a high level of integrity and provides oversight to ensure that intake and plan review services are provided with integrity and efficiency.
- Enhances team effectiveness by implementing technological improvements and expanding the use of electronic business tools.
- Provides input, guidance and expertise in the development of policies, guidelines and service level standards to facilitate a consistent approach to service delivery and to support the strategic priorities of Council.
- Oversees and provides guidance on the content and quality of staff records and regularly audits entries so that a consistent standard is maintained.
- Conducts regular audits to ensure compliance with policies, procedures and regulations including, but not limited to, worker health and safety and mileage submissions.

Duties and Responsibilities

- Acts as a resource to City staff, Members of Council and customers to provide technical guidance and advice on issues related to the health and safety of occupants and users of buildings in accordance with the Building Code.

- Collects and summarizes data using key performance indicators for workload and performance tracking and reporting.
- Responds to complaints and inquiries from members of Council, senior leadership and customers.

Education and Experience

- Degree or diploma in architecture, engineering or building sciences.
- Successful completion of Ministry exams in all disciplines.
- Management or supervisory courses or training program, considered an asset.
- Architectural Technologist OAA, MAATO, CET, considered an asset.
- Six to Seven years' experience in a related field with a minimum of one year supervisory experience.

Required Skills/Knowledge

- Maintains a superior level of knowledge of the Building Code Act, regulations and applicable law related to development.
- Understands roles of other City divisions and outside stakeholders involved in development and regulatory fields.
- Strong verbal and written communication skills (English)
- Familiarity with and ability to utilize IT hardware and software (MS Office Suite, Business Systems)

Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

Attention Internal Candidates: All current City of Richmond Hill employees are required to apply via the 'View Jobs for Current Employees' link on the City's Careers Page.

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.
