

Posting # 2247

Title: Deputy Chief Building Official

Division: Building Services

Department: Growth and Infrastructure

Initial Reporting Location: Tom Davies Square

Job Status: Permanent position

Number of Vacancies: 1

Affiliation: Non union

Hours of Work: 70 hours bi-weekly

Shift Work Required: n/a

Range of Pay: Group 15 - \$4,940.60 to \$5,814.20 bi-weekly (subject to review)

The start date will follow the selection process.

Main Function: Provide support to the Director of Building Services/Chief Building Official with administration and enforcement of the Building Code Act, the Ontario Building Code, and other related legislations. In the absence of the Director of Building Services/Chief Building Official, undertake statutory and management responsibilities. Oversee plans examination and building inspection services and ensure compliance with statutory legislative requirements in support of quality customer service outcomes and the Business Plan for the Division.

Characteristic Duties: Under the general supervision of the Director of Building Services/Chief Building Official.

1. Assist in the preparation and execution of an annual Business Plan covering all mandated services of Building Inspection and Plans Examination Sections of the Building Services Division in concert with the budgeting process. The Plan will detail service goals, expected service/performance outputs, resource inputs required to achieve these outputs, and the performance measures used to assess the Section's performance against the goals.
2. Contribute to or take the lead in a broad range of legislative and policy initiatives undertaken by the city and other levels of government (such as provincial codes, standards and legislation affecting construction, the Building Code Act, the Planning Act, the Environmental Protection Act, CGS Zoning By-law, heritage legislation, housing standards, the development review process, etc.).
3. Provide oversight of the delivery of plans examination and building inspection services and ensure compliance with statutory legislative requirements in support of quality customer service outcomes and the Business Plan for the Division.
4. Provide recommendations to legislative changes directly related to Ontario Building Code applications. Provide approval for the completion of building and/or projects. Assist with the interpretation of regulations contained in the Ontario Building Code and Planning Act.
5. Oversee the review of proposed alternative solutions based on the requirements of the Ontario Building Code and make recommendations to the Director of Building Services/Chief Building Official. Secure and execute responsibility for the final decision process in the Director's absence.
6. Supervise the inspection procedures connected with building construction, signs, and plumbing and heating installations of Building Inspectors. Monitor the issuance of Orders to Comply and other enforcement procedures prescribed in the Ontario Building Code as required. Monitor the procedures relating to inspections, plans examination, and respond to legal enquiries and make recommendations for amendments as required.
7. Develop, design, and implement operational policies and programs to provide direction towards maintaining overall business performance. Address long-term needs and contribute to the continuous improvement activities through analysis and the development and implementation of sound management practices and procedures.
8. Develop, recommend, and administer the annual budget as it relates to the area of responsibility and ensure expenditures are controlled and maintained within approved budget limitations.

9. Lead and motivate a diverse workforce, ensure effective teamwork, provide resolution to controversial labour relations issues, ensure high standards of work quality and organizational performance, continuous learning and encourage innovation in others.
10. Exercise final authority and decisions regarding permit approval process and construction of buildings having financial, health and safety and community implications.
11. Prepare reports for the Director of Building Services/Chief Building Official. Issue reports of compliance and/or conduct special inspections, as required.
12. Supervise assigned staff including scheduling, training, performance appraisals and discipline and prepare recommendations regarding promotion, demotion, and termination. Assess staffing needs, participate in the recruitment process, and make recommendations concerning selection of staff.
13. Provide technical expertise and ensure staff are kept apprised of by-laws and legislative requirements affecting their work. Provide advice and guidance on technical information relating to the construction of complex or community sensitive projects and on resolution/mediation of differences between residents, builders, developers, councillors, etc.
14. Continually monitor industry sites (e.g., Ministry of Municipal Affairs and Housing, Ontario Building Officials Association, Professional Engineers of Ontario, and Ontario Association of Architects, etc.) to ensure knowledge of legislative changes are current, maintained, and exercised.
15. Maintain the up-to-date list of procedures connected with the administration of the Building By-law, Zoning By-law, Plumbing, User fees and Sign By-laws.
16. Represent the city with local stakeholders and provincial groups, attend council and committee meetings and participate in stakeholder meetings to address community concerns as required.
17. Direct activities for the defense of insurance claims, challenges under the Building Code Act and the enforcement and compliance of the Building Code.
18. Enter into legally binding agreements, including limiting distance and conditional permit agreements as indicated by the Ontario Building Code for applications, as needed.
19. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable provincial legislation listed therein.
20. Perform other related duties as assigned that are in accordance with job responsibilities or necessary department and corporate objectives as required.

Qualifications

Education and Training:

- University degree in Engineering or Architecture from a recognized university with Canadian accreditation.
- Eligible for full membership in Professional Engineers Ontario (PEO) or Ontario Association of Architects (OAA).
- Must obtain a Certificate of Qualification through the Ministry of Municipal Affairs and Housing (MMAH) and be registered with MMAH in Legal Process for Chief Building officials and one (1) of Complex/Large Building, Building Services, or Building Structural within six (6) months from date of hire. Once obtained, certification/registration must be maintained and held in good standing.

Experience:

- Minimum of five (5) years of related experience including three (3) years of supervisory experience at a management level in a related technical environment.

Knowledge:

- Applicable legislation and related regulations (Municipal Act, Planning Act, and Zoning By-law applications, etc.) coupled with the ability to interpret and apply by-laws and numerous pieces of legislation as outlined in the Building Code Act.
- Knowledge of and demonstrated ability in the city's core competencies and relevant functional competencies.

Abilities:

- Proven leadership, team-building, and supervisory skills with the ability to effectively coach, motivate, manage, assess/measure the work of others with the ability to build and sustain positive work relationships in a unionized environment.
- Excellent oral/written/presentation skills with exceptional interpersonal and public relations skills to effectively build relationships and influence others.
- Effective report writing skills with the ability to synthesize complex information for others.

- Work with computer software and administrative systems in a Windows environment (e.g., file maintenance, word processing, spreadsheet applications, power point, information input and retrieval, etc.).
- Strong research, analytical, problem solving, and decision-making skills with the ability to exercise sound judgement and quickly resolve complex issues.
- Demonstrated experience in budget, project, and contract management; program planning, development, and implementation to successfully manage competing priorities and lead a number of initiatives simultaneously.
- Possess a creative/innovative focus on service delivery and commitment to quality service and continuous improvement.

Personal Suitability:

- Satisfactory health, attendance, and former employment history.

Language:

- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.

Other Requirements:

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's license, have an acceptable driving record, and personal insurance coverage.

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$4,238.50 to \$4,986.10 bi-weekly (subject to review). The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

Leadership Competencies: Strategic Implementation (III)

For more information on leadership competencies, please visit www.greatersudbury.ca/jobs.

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume before 11:59 p.m. on Thursday, August 29, 2024. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](https://www.greatersudbury.ca/employment/working-in-canada)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca