

EXTERNAL JOB OPPORTUNITY

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| POSITION: | SENIOR MANAGER/DEPUTY CHIEF BUILDING OFFICIAL - INSPECTIONS | JOB POSTING #: | 2024-0438 AMENDED |
| POSTING PERIOD: | Monday, October 28, 2024 at 8:30 AM to Friday, November 22, 2024 at 4:30 PM | | |
| DEPARTMENT: | Building Services | UNION: | Non-Union |
| LOCATION: | Various | JOB CODE: | NU0071 |
| POSITION STATUS: | Regular Full-Time | GRADE/CLASS: | NU014 |
| # OF POSITIONS: | 1 | RATE OF PAY: | \$122, 852.35 - \$149,328.45 annually |
| POSITION #: | N/A | SHIFT WORK REQ'D: | No |

DUTIES:

Reporting to the Chief Building Official, this position will be responsible to manage the administration and technical work in the delivery of inspection of construction on private and public property as well as manage, direct and develop staff involved in delivering the service of inspections, by-law enforcement, and responding to related issues of residents and stakeholders in Windsor. Plans, directs and coordinates the activities of designated inspections and administrative staff related to the enforcement of the appropriate provincial codes and municipal by-laws relating to new construction and property/structure maintenance. Interprets and enforces the Building Code, construction standards and by-laws. Recommends changes to appropriate by-laws; liaises and problem solves with property owners, contractors, architects, lawyers and others with regards to enforcement matters. Liaises and problem solves with all Corporation departments and other government officials with regards to the administration, inspection and enforcement of the requirements of special programs to assist in the rehabilitation, upgrading and maintenance of property. From time to time conduct media interviews at the request of the Executive Director/Chief Building Official. Ensures staff, industry and public awareness of appropriate by-laws and procedures. Supervises appropriate staff, including performance evaluation, discipline, training and development. Manages and prepares budgets as required by the Executive Director/Chief Building Official and authorizes expenses. Researches and prepares reports and communications as required including Council reports as well as other correspondence and procedures. Maintains amiable relations with the public and fellow staff, and is a member of the Building Department Management Team. Required to travel to off-site locations. Attend Public, Committee and Council meetings. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus a three (3) year Technologist Diploma from a Community College in Architectural, Engineering, or Construction, or Ontario Ministry of Education equivalency, and a minimum of six (6) years of progressively responsible experience in building construction, by-law enforcement, and staff supervision in a municipal or related environment;
- **OR** Must possess an Ontario Secondary School Graduation Diploma combined with one (1) year of post-secondary courses in Architectural, Engineering, or Construction, or Ontario Ministry of Education equivalency, and more than ten (10) years of progressively responsible experience in building construction, by-law enforcement, and staff supervision in a municipal or related environment.
- Must be a certified or accredited member in OACETT (Ontario Association of Certified Engineering Technicians/ Technologists), or an accredited member of AATO (Association of Architectural Technicians/ Technologists of Ontario), or equivalent Association.
- Must have successfully completed the CBO Legal Examination administered by the Ministry of Municipal Affairs and Housing (pursuant to Section 15.11(3) of the Building Code Act) and have complied with Volume 1 Division C, Sentence 3.1.3.1 (1). (Qualifications for Supervisors and Managers).

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QUALIFICATIONS CONTINUED:

- 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 demonstrated knowledge of the by-laws and other legislation enforced by the Building Department.
- Must have proven communication skills and the ability to read and interpret construction drawings.
- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work.
- Will be required to complete and remain current as per the requirements of the Corporation's Management Certificate Program.
- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset.
- Preference will be given to applicants who possess the following categories of qualifications as set out in Division C, Part 3, Table 3.5.2.1 of the Building Code: Small Buildings, Complex Buildings, and Building Services.
- The ideal candidate will also possess (or obtain within one year of appointment) the additional categories of Plumbing – All Buildings and Structural.
- The physical demands analysis associated with this job indicates a sedentary level of work.

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 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.