



JOBPLEX
A DHR COMPANY

Position Specification

Manager, Building Services

Whitehorse, YT

Confidential





Company Description

Rich in history and natural beauty, Whitehorse is a small city with a huge backyard waiting for you to explore. As the capital city of the Yukon, Whitehorse has a population of 36,000 people and offers exciting outdoor adventure, live entertainment, excellent dining options, and a rich history in the gold rush. Over 700 kilometres of marked trails run along the river to lakes and mountains from Whitehorse, the “Wilderness City”. Whether you are a hiker, biker, or paddler, you will find breathtaking mountaintop views and crystal-clear lakes awaiting you. Many of our locals came as a visitor, discovered that this is where they belong, and now call the City of Whitehorse home.

The City of Whitehorse is governed by an elected Council consisting of one Mayor and six Councillors. Council is responsible for setting the policy direction of the municipal government, which is then carried out operationally by City administration.

Working for the City of Whitehorse means belonging to a friendly, active, and diverse community. Their team plays an integral role in the everyday lives of Whitehorse residents. From parks and recreation, to waste collection to transit, City of Whitehorse employees contribute to the health and fulfillment of the community.

It is an organization that understands the value of its employees and the importance of maintaining a passionate workforce. Employees will enjoy comprehensive benefits including health insurance, sick leave, vacation time, and the Yukon Bonus.

The City of Whitehorse offers a competitive remuneration package, and The City offers an excellent benefits package including:



Retirement: The City offers a competitive retirement program that includes the CAAT Pension Plan, voluntary RRSPs, and voluntary TFSAs.

Extended Health and Dental Benefits: The City offers comprehensive prescription drugs, paramedical practitioners, emergency travel, a competitive Dental Plan and a Health and Wellness spending account.

Employee wellness and mental health benefits: The City offers up to \$10,000 worth of employee wellness and mental health benefits, which can be used to access a broad range of mental health specialists, including, Psychologists, Clinical Counsellors, Marriage and Family Therapists, Employee & Family Assistant Practitioners, Psychoanalysts, Social Workers, and Psychotherapists.

Leave Benefits: Employees have access to a number of paid leave opportunities at the City. These include maternity, paternity, compassionate care, critical illness, deferred leave and compressed work weeks. Additional types of leave opportunities are outlined in the Yukon Employment Standards Act.

Life Insurance: The City provides both short term and long-term disability insurance along with Accidental Death and Dismemberment (AD&D) insurance for its employees.

This role will receive four weeks holidays to start, 2 weeks management leave in lieu of overtime, and fourteen stat holidays, annually.

To learn more, visit <https://www.whitehorse.ca/>



Scope and Responsibilities

Reporting to the Director, Development Services, the Manager, Building Services manages, plans, coordinates and evaluates building services activities to ensure timely delivery for the City.



Specific Responsibilities

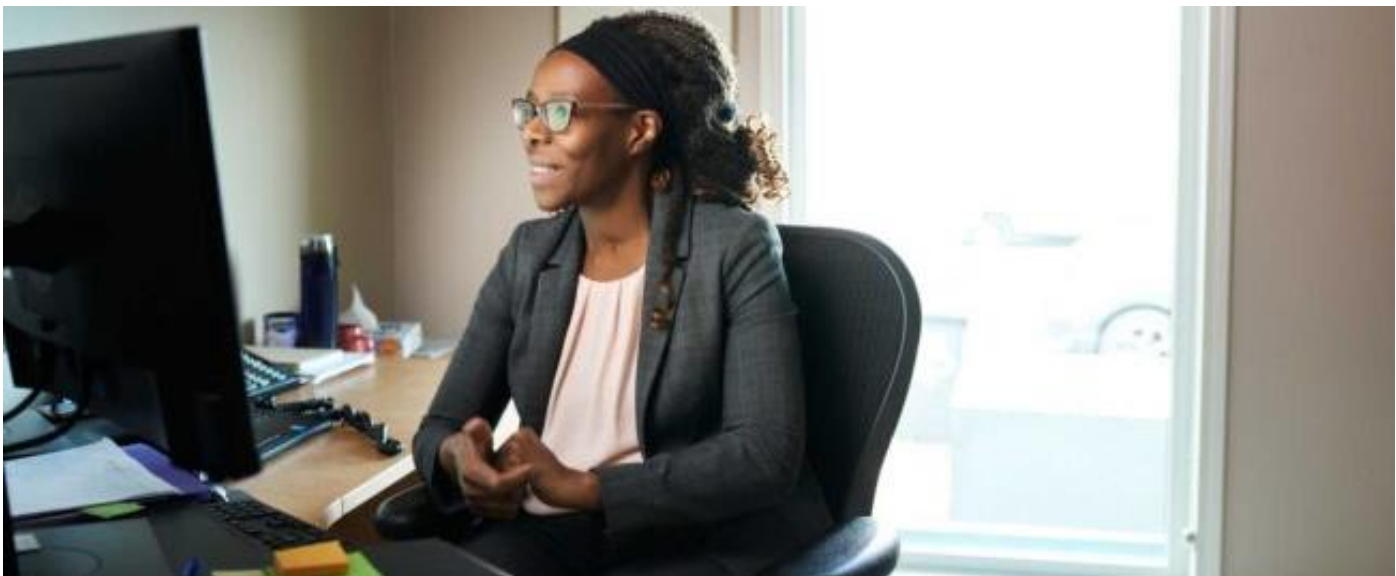
This is a critical role in City of Whitehorse's continued success and growth. The role is accountable for the following:

- Manage the daily activities of the department including application and enforcement of various regulations (i.e. National Building Code, Building Standards Act, Building and Plumbing Bylaw, etc.); and customer service functions including processing of building permit applications, associated filing and tracking systems;
- Collaborate and negotiate with other governments and major developers on building inspection matters;
- Recruits, directs, coaches, and appraises direct reporting staff and, through delegation, all departmental staff;
- Undertake major studies and develop strategies, directives, policies and procedures to advance building inspection services;
- Prepares and controls the Building Services Department's annual operating and capital budgets;
- Prepares and evaluates tenders, quotations, proposal calls and reports and awards or recommends awards in accordance with the City's Purchasing Policy;
- Ensures, so far as is reasonably practicable, that safety procedures and standards are followed by personnel throughout the department;
- Act as Director, Development Services as assigned;
- Other related duties;
- Majority of the work is performed under normal office conditions. Frequent evening and weekend work.

Working Conditions:

- Scheduled to work 8:00- 5:00 Monday to Friday for a 40-hour workweek.

Work in and out of doors an equal portion of the time – when conducting site visits and completing inspections, potential exposure to extreme temperatures, inclement weather, and construction hazards should be anticipated. Various inspection locations may each pose unique challenges and hazards with limited resources or site familiarity.





Desired Candidate Abilities, Background and Experience

Given the role this individual will play in City of Whitehorse's continued growth and success, it is essential that the successful candidate possess the following education, experience, and personal characteristics:

Education

- Degree in Construction Management, Architecture, Engineering or related discipline and/or a red seal trade certification.
- Certified Level 3 Building Official under BOABC or equivalent.

Experience

- Minimum eight years progressive, related experience, four of which have been in a supervisory or management level.
- Excellent management track record with specific accomplishments in directing budgets and strategic planning and to provide effective recommendations as a member of the management team.
- Excellent organizational skills, prioritizing and ability to multitask with minimal supervision.
- Excellent skills relating to communications, team building, liaise with stakeholders, human relations, strategic operational and financial planning, and problem solving.
- Proven written and oral communication skills to develop and present reports, position papers, and proposals.
- Ability to foster and maintain effective relationships among peers and/or stakeholders.
- Class 5 driver's license.
- General office equipment including computer skills to operate software programs related to word processing, spreadsheet, electronic mail, etc.

Contact Information

Jeff Mercer

Partner

DHR Global

T: 403-817-0976

E: jmerc@dhrglobal.com