



Manager, Building Services & Deputy CBO – Kingston, Ontario

Job Number: J0323-0537

Bargaining Unit: Non-Union

Job Type: Regular Full-Time

Hours of Work: 35 hours per week

Salary Range: \$ 109,982.78 - \$137,464.41/Year

Closing Date: November 14, 2024

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and thank these nations for their care and stewardship over this shared land. Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services while working for an organization known for excellence and innovation.

Position Summary

The Manager, Building Services & Deputy Chief Building Official provides leadership and oversees plan reviews and building inspections and property standards within Building Services and assumes the responsibilities of the Chief Building Official in their absence.

The Manager, Building Services & Deputy CBO attends Council meetings as required and is the spokesperson for the Division before the media, court, Ontario Housing Tribunal, Ontario Building Commission, Appeals Committee and other committees such as Rural Affairs Advisory Committee and Committee of the Whole. This position is

responsible for the statutory obligations under the Building Code Act and ensuring that building construction within City limits is inspected for compliance.

The Manager, Building Services & Deputy CBO is responsible for ensuring that service improvements are integrated into Building Services on an ongoing basis and that communications strategies for key stakeholders groups must be positively reinforced.

This position will support budget development, work planning, human resources, staff development, change management and collaborates with internal and external stakeholders to build working relationships that are mutually beneficial and in alignment with corporate strategies, plans, and priorities.

KEY DUTIES & RESPONSIBILITIES

Responsible for the operations of building services in compliance with the Ontario Building Code; Property Standards By-Law and Zoning By-Law as well as other municipal regulations

- Create and develop plans, programs and procedures for carrying out the City's policies and by-laws within the department
- Maintain inspection functions including risk assessment and recommend inspection programs, issue Notices of Violation, Orders to Comply, Stop Work Order, and Occupancy Permits. Investigate major issues and complaints and facilitate resolution

Provide professional opinions, advice and guidance to council, committees, senior management and other city departments with respect to corporate initiatives as well as those of Building Services (municipal building permit processes and applications, construction issues, zoning issues and new or pending legislation and regulatory standards and guidelines)

Build and encourage staff to strive for consistently high levels of performance in all areas of service delivery, with a particular focus on fostering a high standard of customer service

Oversee the talent and financial resources for the department to ensure they are being used effectively, including:

- Support budget development and related programs
- Management of direct reports by monitoring progress toward goals with sustainable results

Facilitate community efforts relating to building services matters, Represent the corporation at various meetings and hearings as required and Act as critical point of contact for matters related to building services

Other duties as assigned

Qualifications, Competencies

3 year diploma/degree from a post secondary institution

5 years of recent and relevant progressively responsible supervisory experience, in the delivery of building inspection, property standards and by-law enforcement programs and services

Experience in a public sector environment; including responsibilities related to building code matters and experience in a leadership capacity, preferred

Budgeting experience in a municipal setting

Experience in the integration of customer service best practices

Recent and relevant experience working in a unionized environment, preferred

Completion of the Building Code Certification through Ministry of Municipal Affairs & Housing, including Powers and Duties of CBO

Certified engineering Technologist (CET) or Accredited Architectural Technologist (MAATO) or equivalent, preferred

Certified Building Code Official (CBCO), preferred

Must demonstrate corporate competencies: Customer Focus, Results Orientation, Integrity, and Teamwork

Skills, Abilities, Work Demands

Strong knowledge of the Building Code Act and related Applicable Laws; provincial legislation pertaining to all division activities including the Municipal Act, Fire Marshall's Act, Tenant Protection Act, Provincial Offences Act, Planning Act, Heritage Act, Construction Safety Act, Construction Lien Act and the Municipal Freedom of Information and Protection Privacy Act, environmental liability and contract law

Knowledge of subdivision/site plan development and Planning processes, and environmental engineering; engineering principles & standards; design & approval processes; and municipal service delivery (performance budgeting, financial management, etc.)

Ability to anticipate, understand and respond to the needs of internal and external customers

Ability to liaise with and build relationships with internal and external stakeholders such as various levels of governments, police, community services, contractors, residents and staff

Highly developed analytical and research skills with the ability to formulate solutions to complex issues

Ability to think strategically and deliver results

Ability to manage financial, human and physical resources

Ability to evaluate the effectiveness of decisions and the application of control and management processes

Strong leadership and team building skills, with the ability to prioritize, mentor and manage a team

Ability to lead and motivate staff and provide guidance on strategic, operational and technical matters

Working knowledge of municipal, provincial and federal government acts and legislation, including occupational health and safety, employment standards, and human rights act

Ability to Act as the Chief Building Official

Site visits for construction and renovation

Potential for sensitive and controversial situations when dealing with disputes

Valid class "G" driver's licence

Required to obtain and maintain a satisfactory criminal record check

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.