

## Manager Inspections

**Job ID:** 52796

**Job Category:** Audit, Compliance & Inspections

**Division & Section:** Toronto Building, Inspections

**Work Location:** Etobicoke Civic Centre, 2 Civic Centre Court, Etobicoke, ON, M9C 5A3

**Job Type & Duration:** Full-time, Permanent Vacancy

**Salary:** \$122,305.00 - \$163,639.00

**Shift Information:** Monday to Friday, 35 hours per week

**Affiliation:** Non-Union

**Number of Positions Open:** 1

**Posting Period:** 17-JAN-2025 to 03-FEB-2025

Working with various internal/external stakeholders in the building industry, the Toronto Building Division has a vision to be a leader in creating a safe, accessible and sustainable city by focusing on customer service, partnership, regulatory excellence and innovation.

As the Manager, Inspections you'll play a pivotal role within Toronto Building by managing a team that supports the operations of the Inspection function and ensuring that customer-focused and professional building inspection services safeguard the life, health and safety of the community while ensuring compliance with the Ontario Building Code Act, the Ontario Building Code and other related regulations and by-laws.

### Major Responsibilities:

- Develops and implements detailed plans and recommends policies regarding program-specific requirements.
- Manages, motivates, hires and trains a diverse workforce, overseeing the day-to-day operations of all assigned staff, including scheduling, assigning and reviewing work, ensuring effective teamwork, high standards of work quality, and organizational performance, promoting continuous learning and encouraging innovation in others.
- Monitors and evaluates staff performance, approves salary increments and implements disciplinary action when necessary.
- Develops, recommends and administers the annual budget for the Section, and ensures expenditures are controlled and maintained within approved budget limitations. Participates in and leads organizational and management change initiatives for staff and supports the creation of a workplace that promotes a high level of organizational performance. Provides opportunities for professional growth, creative teamwork and professional accountability.
- Leads the daily operations of the Inspection function to ensure innovative systems and procedures are in place to support high customer service standards.
- Develops and implements training programs for new and existing staff to achieve high operational standards, and quality performance ensuring that the staff are trained and proficient in their roles.
- Manages the delivery of structural, architectural, and mechanical building inspections as well as by-law enforcement mandated by provincial statutes and regulations respecting the safety of buildings.
- Manages the training and conduct of inspectors working on potentially high-risk construction sites.

- Provides immediate on-site emergency response to structural failures and building emergencies on a 24-hour, 7-day basis. Directs emergency personnel, engineers and construction crews to resolve unsafe conditions threatening public safety. Hires consultants and contractors, directs work to immediately correct hazardous and unsafe conditions posing a threat to public safety. Executes such contracts on-site immediately and ensures compliance.
- Manages a team of technical and non-technical staff to respond to a broad range of demands from the regulation of the building industry involving complex building and mechanical systems and services.
- Evaluates professional reports and make decisions on contentious technical site conditions. Monitors industry trends and, with counterparts across the City, recommends the assignment of Divisional resources and service levels to meet shifts in the industry's high-volume demands. Recommends service level adjustments and budget requirements in response to changes in workloads.
- Mediates and resolves matters arising from non-compliance including the recommendation for approval of alternative solutions.
- Responds to third-party interests affected by construction.
- Represents the City's and Division's interests in crisis situations involving corporate liability. Develops a strategy of defence and provides expert opinions at discovery in civil litigation. Manages the preparation of Crown briefs and launches injunctive and contempt of court action to facilitate successful prosecutions.
- Interprets statutes, technical regulations and by-laws and directs inspection staff on implementation.
- Leads and/or participates in Divisional committees responsible for the development of policies and procedures to improve efficiencies and respond to changes in the industry related to the Ontario Building Code and systems technology for building products.
- Communicates with and advises Council members; represents the City and the Division at committee and constituency meetings.
- Liaises with other City divisions and outside agencies on matters relating to the Ontario Building Code Act, the Ontario Building Code, the Zoning By-law, the Sign By-law, and other applicable laws and regulations and related inspection issues.
- Participates as a member of the divisional extended management team.
  
- Interacts with the news media, responding to questions on specific projects or emergency sites and responds to technical, policy or procedural questions.

**Key Qualifications:**

1. Post-secondary education in a professional discipline pertinent to the role such as Architectural, or Engineering, or an equivalent combination of education and experience.
2. Experience with policy and program development and implementation.
3. Experience in a leadership role in an inspection or plan review function (e.g. construction design) providing technical advice to staff and stakeholders.
4. Experience motivating, leading, training, and coaching staff in a fast-paced environment while promoting effective teamwork and customer service excellence.

5. You are qualified or in the process of obtaining qualification, or able to complete and achieve qualification as a Manager of Inspections as required and administered by the Ministry of Municipal Affairs and Housing in accordance with the Ontario Building Code Act.
6. Possession of a valid G or G2 license, eligibility to obtain a City driving permit, and access to a vehicle.
7. In-depth knowledge and understanding of all aspects of building construction, the Ontario Building Code Act, Ontario Building Code and other applicable laws relating to the construction industry.
8. Strong political acumen, judgment and analytical skills to problem solve, resolve conflicts and effectively achieve results.
9. Highly developed interpersonal skills with the ability to interact and communicate effectively with political, industry and community stakeholders and all levels of the organization, both verbally and in writing.
10. Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.
11. Knowledge and application of the Occupational Health and Safety Act and Regulations relevant to building construction, including but not limited to, hazards facing a Building Inspector on the job, fall protection, responsibilities of a supervisor, due diligence and supervisory competency.

### **How to Apply:**

For more information on this and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume through the job portal, quoting **Job ID 52796**, by **Monday, February 3, 2025**.

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### **Equity, Diversity and Inclusion**

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

### **Accommodation**

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request](#). Learn more about the City's [Hiring Policies and Accommodation Process](#)