

# Supervisor, Building Permits

## Building Department

### Working for the City of Burlington

A great career is closer than you think. Come work for the City of Burlington, where you'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors, and employees; and prioritizes continuous opportunities for you to learn and grow.

We don't just spend time attracting the best talent. We spend time and resources to keep the best talent. This may include flexible working hours, mobile and hybrid working arrangements, a great pension and benefits package, as well as programs to foster innovation and leadership.

### Employee Group

Non-Union

### Employment Status

Full Time Permanent

### Hours of Work

35 hours per week

### Department

Building

### Location

This position is eligible for a hybrid work model. When attending an event or meeting in person, your primary office location will be based out of City Hall, 426 Brant St. Work location is subject to change at the discretion of the City due to operational demands. Effective January 2026 this role will be required to be on site 50% of the time each month.

### Position Overview

The Supervisor, Building Permits, leads a team of technical building officials responsible for conducting detailed reviews of building permit applications to ensure compliance with the Ontario Building Code Act (BCA), Ontario Building Code (OBC), and other applicable regulations, including federal and provincial laws. This role is accountable for ensuring that permit applications are reviewed and processed within legislated timelines and in accordance with all relevant codes and standards, including the National Building Code and the Ontario Fire Code.

The Supervisor provides expert guidance and support to applicants, property owners, engineers and architects, promoting awareness and understanding of code requirements. Leveraging extensive experience in the construction industry, the Supervisor delivers strong leadership and high-quality customer service to internal and external stakeholders.

*We thank all applicants and advise that only those to be interviewed will be contacted.*

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Additionally, this position serves as the primary backup to the Deputy Chief Building Official/Manager of Building Permits.

## Responsibilities

The Supervisor Building Permits will be responsible to:

- Lead and oversee a technical team in the delivery of core building permit services, including customer consultation, application intake, technical review, and permit issuance. Ensure compliance with the Ontario Building Code (OBC), the Building Code Act (BCA), and related regulations, while maintaining high standards of service, quality, and timeliness.
- Direct a team of 10 direct reports and guide workflow for 3 additional engineers. Responsible for the recruitment, coaching, training, succession planning, and performance management. Ensure staff adherence to regulatory qualifications, health and safety and codes of conduct.
- Serve as the primary backup to the Deputy CBO/Manager, assuming full managerial responsibilities, including emergency site reviews and structural safety assessments of unsafe buildings.
- Act as a key contact with provincial bodies, the Building Code Commission, internal departments and external stakeholders to resolve complex or high-profile permit issues. Evaluate alternative solutions and provide expert interpretation of technical and regulatory matters.
- Represent the department on corporate projects related to digital services and development approvals. Drive continuous improvement by leading technology integration, refining processes, and enhancing service delivery models.

## Requirements

As the successful applicant, you hold a Bachelor's Degree in Engineering. Must hold a Professional Engineering (P.Eng) designation or be eligible for licensure within 12 months of hire. Seven (7) to ten (10) years of relevant experience, including two (2) years in a supervisory capacity.

This role must be qualified with the Ministry of Municipal Affairs and Housing as a Building Official – Supervisor/Manager and possess all the necessary qualifications in order to inspect all types of buildings across the City of Burlington. The categories of qualification are including but not limited to: CBO Legal, Building Services, Building Structural, Complex Buildings, Small Buildings, Large Buildings, and Sewage Systems. Individuals require extensive knowledge of the Building Code Act and the Ontario Building Code.

Effective communication skills are essential paired with an ability to collaborate effectively with internal and external partners, make sound recommendations and navigate competing priorities successfully. Familiarity with Microsoft Applications and computerized building records systems, such as AMANDA is considered an asset.

A valid G Class driver's licence is required with an acceptable driver's abstract (no more than three (3) driving related convictions or an accumulation of no more than three (3) demerit

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points in the previous three (3) years prior to the date of hire). This position may require occasional travel between sites and/or City facilities.

**Police Check Requirement**

This position requires the successful candidate to provide a clear criminal record check at their own expense.

**Salary/Hourly Range**

\$110,779 - \$138,474 (Grade K – Under Review)

**Posting Close Date**

August 15, 2025

**How to Apply**

**External Applicants:** please visit [www.burlington.ca/careers](http://www.burlington.ca/careers). Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

**Internal Applicants:** current employees must apply for positions through the Jobs Hub application on your City Workday account.

**Accommodations**

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: [hr@burlington.ca](mailto:hr@burlington.ca) if you require accommodation to ensure your equal participation in the recruitment and selection process.

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