



Supervisor, Zoning

Vacancy Type: Permanent

Number of Positions: 1

Closing Date: 09/26/2025

Job Summary

Reporting to the Manager, Zoning & Zoning Administrator, this position supervises the Zoning Plans Examination team to deliver accurate and timely review service. The role develops staff expertise, fosters a supportive team culture, and resolves complex technical problems with a solution-focused, risk-aware mindset. The Supervisor requires diplomatic communication, political acumen, effective stakeholder collaboration, and a commitment to continuous process improvement.

Duties and Responsibilities

Supervision

- Day-to-day supervision of the Zoning Plans Examination team; assign and prioritize workloads to ensure reviews meet statutory requirements under applicable provincial legislation and internal service levels.
- Monitor review quality, timeliness, and service levels; track KPIs and initiate actions to meet targets.
- Manage escalations and resolve complex files; provide technical guidance; influence internal and external stakeholders to resolve issues.
- Develop staff; lead onboarding and training; conduct performance evaluations.

Team Development & Culture

- Monitor workload and staff well-being; balance assignments, remove barriers, and support flexible solutions where operationally feasible.
- Provide onboarding, mentoring and technical guidance through regular 1:1s and team meetings; encourages questions and facilitates team discussions. Records outcomes of unique situations for educational and improvement opportunities.

- Conduct performance evaluations. Deliver targeted training and maintain individual development plans.
- Champion inclusive, positive and supportive team environment. Recognize contributions and celebrate wins.

Communication

- Prepare technical briefs, reports, and correspondence to support the Manager.
- Respond to escalations from homeowners, builders, architects, engineers, and other stakeholders; provide timely, plain-language guidance and document advice given.
- Manage politically, economically and socially sensitive matters with discretion, diplomacy, and sound judgment; identify risks, recommend mitigation, and escalate as needed.
- Represent Zoning Plans Examination as a subject matter expert at internal and external meetings.

Business Improvement

- Fosters a continuous-improvement culture; identify, develop and implement process improvements; lead change management.
- Maintain and evolve standard operating procedures, process manuals and job toolkits.
- Use data to track trends; identify improvement opportunities, and act on findings.

Perform other related duties assigned.

Skills and Qualifications

Education

- Diploma or degree in Planning, Architectural Technology, Engineering, or Law; or an equivalent combination of education and experience.
- Relevant professional designations (RPP, CACPT, CBCO, BCIN, CET) are assets.

Experience

- Minimum 5 years in the planning/building industry, including at least 3 years in a municipal environment.
- Demonstrated supervisory experience leading technical teams.
- Direct experience with plans examination and zoning interpretation.

Knowledge & Technical Skills

- Reading and interpreting architectural/civil drawings, site plans, surveys, and specifications.
- Knowledge of municipal zoning by-laws, the Planning Act, and the Building Code Act/Ontario Building Code (as they relate to zoning) and other regulatory law.
- Proficient written and verbal communication, including technical report writing and plain-language explanations for diverse audiences.
- Customer service strength, including conflict resolution and problem solving.
- Team development: coaching, mentoring, and building technical capability.
- Political acumen and sound judgment when working with elected officials and sensitive information.
- Proficient with MS Office, GIS and CAD. Experience with digital permitting/ePlans is an asset.

Hourly Rate/Salary: \$ 97,831.00 - \$ 130,442.00

Hours of Work: 35

Work Location: Civic Centre

Department/Division/Section: P&B/Planning & Building Dept , P&B/Building Division , Zoning Examination

Non-Union/Union: Non Union

We thank all who apply, however, only those candidates selected for an interview will be contacted. You can also check your application status in your candidate profile online.

All personal information is collected under the authority of the Municipal Act.

Equity, Diversity and Inclusion

The City of Mississauga is committed to creating a respectful and supportive workplace that fosters a culture of equity, diversity and inclusion which broadly reflects the communities and residents we serve. Throughout the employee life cycle, the City is working to include an EDI lens to attract, retain and support the growth of diverse talent.

Learn more about the City's commitment to [Equity, Diversity and Inclusion](#).

Accommodations

The City of Mississauga is an Equal Opportunity Employer and is committed to removing barriers in our selection process for people with visible and invisible disabilities. In accordance with the

Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City of Mississauga 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 complete the following [Accommodation Request Form](#) and have it emailed to recruitment.accommodation@mississauga.ca citing the Job ID and Job Title. This will inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.

To apply, submit your resume here: [Apply Now](#)