



OAKVILLE

# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

POSITION ID: 1202-001

CALL NO. 26-4504

<b>Job Designation:</b>	<b>Manager, Policy, Training &amp; Administration</b>
<b>Department:</b>	Building Services
<b>Job Details:</b>	<b>Full-time</b>
<b>Salary Range:</b>	<b>\$132,564-\$159,140</b>
<b>Pay Grade:</b>	8
<b>Closing Date:</b>	Applications for this position must be received at <a href="http://oakville.ca">oakville.ca</a> no later than 11:59pm on <b>March 18, 2026</b>

This job posting is for an existing vacancy and therefore will be filled accordingly.

The Manager, Policy, Training & Administration provides strategic leadership to develop, update, and maintain Building Services policies and procedures. This role ensures departmental alignment with the Ontario Building Code and other legislation, leads staff training initiatives, and supports consistent, efficient operations across the division. The position also oversees a small team and collaborates closely with internal departments, external agencies, and industry stakeholders.

### **What can I expect to do in this role?**

#### **Policy Development & Compliance**

- Develop, review, and implement policies and procedures related to permit intake, plan review, and inspections.
- Monitor and interpret provincial legislative updates, especially the Ontario Building Code, and assess operational impacts.
- Coordinate legal review of policies to ensure defensibility and reduce liability risks.
- Lead compliance activities, including FOI requests, audits, complaints analysis, and procedural reviews.

#### **Training & Staff Development**

- Develop and deliver training programs aligned with policy changes, legislative updates, and customer service standards.
- Assess training needs and create curriculum for technical and administrative staff.
- Facilitate training sessions and support continuous professional development.

#### **Leadership & Operations**

- Manage day-to-day activities of assigned staff, including task allocation, coaching, performance feedback, and recruitment support.
- Ensure job descriptions and operational processes remain current and aligned with departmental needs.

#### **Stakeholder Engagement**

- Lead engagement strategies with developers, industry professionals, regulatory bodies, and internal departments.
- Represent the municipality at internal/external meetings and provide expert guidance on policy and compliance matters.

#### **Planning & Coordination**

- Coordinate multi-disciplinary projects, studies, and consultations.
- Develop operational and short-to-mid-term plans, including recommendations for process and service improvements.

### **How do I qualify?**

The ideal candidate will have a university degree in in Public Administration, Engineering, Architecture, or a related field. Your formal education is augmented by a minimum of 8 years senior practitioner or management experience in municipal policy, building services, or a related field.

In addition, your experience includes:

The town's recruitment software includes elements of artificial intelligence to assist in the screening and short listing of qualified candidates.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer.

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.

- Advanced knowledge of municipal policy, building services operations, and legislative frameworks.
- Proven experience in policy development, training program design, and application of the Ontario Building Code.
- Expert ability to interpret legislation, analyze complex issues, and develop evidence-based solutions.
- Strong communication skills, capable of facilitating contentious discussions and building consensus.
- Ability to manage diverse staff roles and coordinate multi-stakeholder initiatives.
- High degree of judgment, strategic thinking, and problem-solving competency.

**Core Knowledge Required for Success:**

You are an experienced leader with a comprehensive knowledge of:

- Current and future practices, trends, technology and information relative to Building Services policies and procedures
- Acts, regulations and directives as these apply to building services operations, and legislative frameworks.
- Government decision-making processes.

**Leadership Competencies:**

- Strategic Thinking
- Engagement
- Management Excellence
- Accountability and Respect

**Corporate Values:**

Teamwork, accountability, dedication, honesty, innovation and respect

DATED: February 26, 2026

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*This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.*

**We thank all applicants and advise that only those selected for an interview will be contacted.**

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