

Field Supervisor and Trainer

Regular Full Time

Markham, ON, CA

Requisition ID: 4040

Salary Range: \$99,224 To \$116,765. (CAD) Annually

The City of Markham is proud to be recognized for the 4th consecutive year as one of Canada's Best Employers by Forbes and Statista Inc. In 2024, the City of Markham is ranked the top city in Ontario and in the top 10 for Government Services. The recipient of multiple environmental awards, we are recognized for our innovative sustainability and urban planning initiatives as well as our fiscal accountability. More than 357,000 residents call Markham home and benefit from our rich heritage, culturally diverse environment, vibrant local economy and focus on quality of life.

Applications are now being accepted for the above position in the Building Standards Department, Development Services Commission. To apply, please submit your cover letter and resume on-line by **November 22, 2024**.

Join us and make a lasting difference!

JOB SUMMARY

Reporting to the Manager, Inspections, the Field Supervisor and Trainer is responsible for education, training, quality control and monitoring of the technical knowledge and job performance of the City's building inspection staff. The position is responsible for ensuring that the City's inspection and enforcement responsibilities under the *Building Code Act* are being effectively carried out, and that the City's inspectors perform work in accordance with defined operating procedures and policies.

KEY DUTIES AND RESPONSIBILITIES

- Supervises the on-site job performance of inspectors to ensure construction complies with the *Building Code Act* and the Ontario Building Code, and that City policies and Department operating procedures are being consistently followed.
- Supervises *Building Code Act* compliance investigation and enforcement on development sites and monitors the issuance of compliance Orders and their timely and proper resolution to gain *Building Code Act* and Ontario Building Code compliance.
- Conducts regular staff performance reviews on site, and annual performance planning and reviews.
- Provides interpretations about building code requirements to staff, builders, designers and the public.
- Responds to questions and complaints from permit holders, designers, builders and the public. Assists in the development of public and industry information and programs.

- Provides or arranges necessary training for inspection staff, and orientation for new hires.
- Conducts building code training to address compliance related issues and changes in regulations.
- Recommends required technical training sessions, seminars or workshops to the Manager.
- Maintains a technical library containing inspection related training manuals, job-related information and literature.
- Ensures inspection staff is informed about the City's health and safety policies, and their responsibilities under the *Occupational Health and Safety Act* and Regulations.
- Advises Ministry of Labour about unsafe working conditions and participates in their investigations where necessary.
- Provides regular reports on the achievement of position objectives, advises the Manager about areas of inadequate policy, procedures, Building Code compliance and recommends solutions.
- Stands in for the Manager of Inspections during routine absences. Issues enforcement Orders where workload demands and performs other related duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

- Post-secondary degree or diploma in a discipline pertinent to the job function such as Architectural technology, building science or civil engineering technology, or an equivalent combination of education and experience.
- Minimum of five to seven years' experience in the enforcement of the Ontario Building Code
- Qualified and Registered with the province in the following building code categories: House, Plumbing – House, HVAC – House, On-site Sewage, Small Buildings, Large Buildings, Plumbing All Buildings, Building Services, Building Structural, Complex Buildings
- Comprehensive and detailed understanding of the *Building Code Act* and the Ontario Building Code.
- Significant building inspection experience
- Eligible for membership in the AATO, OACETT, OAA or PEO
- Ability to effectively communicate with both design professionals and construction trades.
- Knowledge of the responsibilities and the jurisdiction of other Departments and provincial agencies.
- Knowledge of current building construction materials and methods.
- Knowledge of and ability to apply the *Occupational Health and Safety Act* and Construction Regulations
- Excellent written communication skills with the ability to prepare concise, detailed and accurate instructions and correspondence.
- Excellent oral communication skills and the ability to submit oral evidence in court.
- Ability to deal with the public and staff in a tactful and courteous manner.

- Physically capable of performing inspections in all weather conditions.
- Superior training skills.
- Valid Ontario Class G Drivers' License and access to a personal vehicle for business purposes.
- Combinations of education, experience and technical qualifications functionally equivalent to the above are acceptable, provided that proven capability exists to carry out all aspects of the job responsibilities and position objectives.

WORKING CONDITIONS

Exposure to inclement weather during on-site field inspection and supervision. Varying site conditions with respect to noise, dust, heavy equipment, traffic, working at heights, climbing in and out of excavations, general construction site safety hazards

CORE BEHAVIOURS

- **Service Excellence:** Leads and supports staff in meeting or exceeding service standards when interacting with customers.
- **Change & Innovation:** Effectively implements change and supports and involves staff through change transitions.
- **Teamwork & Relationship Building:** Leads and supports staff in working together collaboratively, fosters teamwork and inclusion, and cultivates relationships.
- **Communication:** Models active listening and clear communication, and supports staff members in communicating effectively.
- **Accountable Results Oriented:** Role models ethical behaviour and accountability; clarifies expectations, policies and legislation and supports staff in meeting them.
- **Management & Leadership:** Supports a positive work environment, develops and enables staff, sets clear expectations, provides regular feedback, and addresses performance.

The City of Markham is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require an accommodation and we will work with you to ensure a barrier free hiring process.

We thank all those applicants who have applied, however only those applicants selected for an interview will be contacted.