

## Manager Plan Review

**Job ID:** 52795

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

**Division & Section:** Toronto Building, Plan Review

**Work Location:** North York Civic Centre, 5100 Yonge Street

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

**Salary:** \$122,305 - \$163,639, Wage Grade 8

**Shift Information:** Mon - Fri, 35 hours per week

**Affiliation:** Non-Union

**Number of Positions Open:** 1

**Posting Period:** January 17<sup>th</sup>, 2025 – February 7<sup>th</sup>, 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. Under the Ontario Building Code Act, the Division is primarily responsible for reviewing applications to demolish, alter or construct buildings and issuing permits, conducting inspections during construction to ensure this work is in compliance with the Building Code and issuing permits and, if necessary, issuing orders to enforce compliance. In addition to these roles, Toronto Building administers and enforces the City of Toronto's (City) Sign By-law.

As **Manager, Plan Review**, you'll play a pivotal role within Toronto Building by managing the operations of the Plan Review function, and ensuring the customer-focused, efficient processing of building and sign permit applications as well as preliminary zoning and planning applications, while ensuring compliance with the Ontario Building Code Act, the Building Code and other related regulations and by-laws.

### MAJOR RESPONSIBILITIES

#### Sharing expertise and promoting innovation

Looking to the future as you lead daily operations, you'll ensure that innovative systems and procedures are in place to support a high level of customer service standards, as well as develop and implement training programs for both new and existing staff to ensure they are trained and proficient in their roles and prepared to achieve high operational standards, and quality performance. You'll also monitor industry trends and use these insights to recommend the assignment of divisional resources and service levels to meet shifts in the industry's high-volume demands, as well as recommend service level adjustments and budget requirements in response to changes in workloads.

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### **Making compliance a priority**

Knowledgeable about all applicable acts, codes and regulations, you'll manage and establish quality standards for program delivery to ensure conformance to the life, fire, structural and health regulations of the Ontario Building Code and, where applicable, good engineering practice, and all other related regulations and by-laws. We'll also rely on you to lead and/or participate in the development of new City-wide by-laws and/or business practices impacting development.

### **Full team and budget accountabilities**

As expected of a managerial role like this, you'll lead, motivate, hire and train a diverse workforce, and manage the day-to-day operations of all assigned staff, from scheduling, assigning and reviewing work, to ensuring effective teamwork, and high standards of work quality and organizational performance, and promoting continuous learning and innovation. Managing and administering the annual budget for the Section and controlling expenditures within the approved budget are also part of your responsibilities.

### **Leading change to improve performance**

Recognized for your commitment to continuous improvement, you'll participate in, and lead, organizational and management change initiatives for staff, and support the creation of a workplace that promotes a high level of organizational performance. This will include providing opportunities for professional growth, creative teamwork and professional accountability, leading and/or participating on committees responsible for the development of policies and procedures designed to improve efficiencies, as well as developing, and responding skillfully to ongoing technological changes.

### **KEY QUALIFICATIONS**

Among the strengths you bring to the role of **Manager, Plan Review** will be the following key qualifications:

1. Post-secondary education in a professional discipline (e.g. engineering, architecture, urban planning) pertinent to the job function or an equivalent combination of education and experience.
  2. Experience in a leadership role in a plan review or inspections function, providing technical advice to staff and stakeholders.
  3. Experience motivating, leading, training and coaching staff in a fast-paced environment while promoting effective teamwork and customer service excellence.
  4. Experience with policy and program development and implementation.
  5. You are qualified or in the process of obtaining qualifications, or able to complete and achieve qualifications as a Manager of Plan Review, as required and administered by the Ministry of Municipal Affairs and Housing in accordance with the Ontario Building Code Act.
  6. Must possess a valid class G driver's licence, be eligible to obtain a City driving permit, and have access to a vehicle.
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7. In-depth knowledge and understanding 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 solve problems, 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.
10. Knowledge and application of the Occupational Health and Safety Act, Collective Agreements, and related legislative, contractual obligations and corporate policies.
11. Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

**A qualified list of candidates will be established** for the Manager, Plan Review position in the Toronto Building Division and will be in effect for 24 months from the date the list is created. Qualified candidates on the list may be considered when filling future permanent and/or temporary vacancies in this position.

#### **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 52795, by Friday, February 7, 2025.**

**Toronto** is home to more than 2.9 million people whose diversity and experiences make this great city Canada's leading economic engine and one of the world's most diverse and livable cities. As the fourth largest city in North America, Toronto is a global leader in technology, finance, film, music, culture, and innovation, and consistently places at the top of international rankings due to investments championed by its government, residents and businesses. For more information, visit [jobs.toronto.ca](https://jobs.toronto.ca) or follow us on Twitter at [Twitter.com/CityTOjobs](https://twitter.com/CityTOjobs), on LinkedIn at [Linkedin.com/company/city-of-toronto](https://linkedin.com/company/city-of-toronto) or on Facebook at [Facebook.com/CityTOjobs](https://facebook.com/CityTOjobs).

#### **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

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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](#)

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