

Manager of Long-Range Planning

Overview of the position:

The Manager of Long-Range Planning is responsible for the coordination of long-range land use planning for the Town, including the ongoing updating of the Official Plan and the integration of land use planning decisions with Provincial Policy Statements, the Town's Strategic Plan, the County of Northumberland's Official Plan and other relevant initiatives. Key areas of focus include long range land use planning, parks and open space planning, neighbourhood planning and incentive development, CIP development and administration). The Manager of Long-Range Planning will provide technical and strategic support to the Director of Planning and Development and other members of the Town's senior management team.

Reporting Relationship:

The Manager of Long-Range Planning reports to the Director of Planning and Development

Roles and Responsibilities:

- Primary responsibility for the maintenance and updating of the Town's Official Plan, including the management of periodic updates
- Coordination of master planning for specific areas of focus and initiative, including but not limited to parks and open spaces, affordable housing development and neighbourhood planning
- Administration of the Town's incentive programs, including but not limited to development charge incentives, CIPs, tax incentive grants and municipal capital facility agreements
- Liaising with representatives of the County of Northumberland, local municipalities, the Province of Ontario and other regulatory, legislative or community organizations concerning long range and other relevant planning matters
- Liaising with the public and other stakeholders concerning long range planning matters and other initiatives under management
- Coordination of planning-related matters with other Town functions, including but not limited to development application reviews, development standards, economic development planning
- Development and updating of operational policies, procedures and standard operating procedures
- Development and reporting on key performance indicators
- Management of streetlighting services (contract)
- Assisting the Director and other senior staff with collective bargaining negotiations and personnel management as required
- Assisting the Director with the development of an annual budget and associated reporting
- Assisting with the preparation of reports to Council on initiatives and issues
- Assisting with the development of procurement and contract documents and participating in procurement processes (including contractor negotiations) for planning-related consulting services
- Provide technical support and professional advice the Director of Planning and Development and other Town departments as required
- Perform other duties as assigned in line with Departmental and Town objectives

Requirements:

- Post-secondary degree specializing in community planning
- Minimum of 7 years of progressive experience in policy development and program delivery related to long range community planning, social planning, preferably in a management role within local government
- Well-developed communication skills and experience with elected officials, community members and other stakeholders

Supervision of Others:

- This position will not involve the direct supervision of other personnel

Grant and Policy Writer

Overview of the position:

The Grant and Policy Writer will be responsible for developing applications for funding for operating and capital projects to senior levels of government and other potential funding agencies. Working with other Town departments, the Grant and Policy Writer will support the Town's strategic initiatives and capital investment program through the timely preparation and submission of application forms, supporting reports and analysis and subsequent reporting.

The Grant and Policy Writer will also provide technical support to the Town for the updating of existing and preparation of new internal and external policies and procedures.

Reporting Relationship:

The Grant and Policy Writer reports to the Manager of the Office of the Chief Administrative Officer.

Roles and Responsibilities:

- Research into potential grant programs that can be accessed by the Town for operating and capital requirements and associated eligibility requirements
- Working with other Town functions to identify projects that align with identified funding programs and eligibility criteria
- Preparing grant submissions for eligible projects, including the collection of necessary supporting data and analysis, completion of application forms and coordination of review by the relevant Department
- Preparation of periodic reporting on grant activity, including but not limited to number and value of grant applications submitted, success rate and funding secured
- Undertaking debriefs with funding agencies, if available, to identify areas for potential improvement and factors contributing to unsuccessful grant applications
- Provide advice and assistance as required to other Town functions on grant applications
- Undertake research into best practices for municipal policies
- Undertake research into legislative and regulatory requirements that may influence Town policies
- Work with other Town functions to identify policy requirements, including the updating of existing policies and development of new policies
- Provide technical writing support for the updating of existing policies and the establishment of new policies
- Maintain a master listing of Town policies and relevant data (applicability, date of establishment, date of review)
- Liaise with Management and Council with respect to the Town's policy development
- Assist with the communication of policies to Council, Management, staff and the community as appropriate
- Perform other duties as assigned in line with Departmental and Town objectives

Requirements:

- Post-secondary degree specializing in communications, technical writing or other relevant field of study
- Minimum of 1 year of relevant experience
- Well-developed communication skills and experience with elected officials, community members and other stakeholders
- Proficiency with desktop publishing and other relevant technologies

Supervision of Others:

- This position will not involve the direct supervision of other personnel

Manager of Infrastructure Planning

Overview of the position:

The Manager of Infrastructure Planning is responsible for the coordination of long-range asset planning for the Town that will support the ongoing reinvestment in Town infrastructure and the acquisition of new infrastructure to support growth and other Town priorities in a manner that contributes towards the financial and environmental sustainability of the Town.

Reporting Relationship:

The Manager of Infrastructure Planning reports to the Director, Public Works.

Roles and Responsibilities:

- Coordination of the Town's asset management planning function, including (i) the completion of condition assessments for existing assets, (ii) the identification of future capital requirements resulting from growth, changes to Town services, regulatory and legislative changes and other considerations, and (iii) the development of infrastructure costing and associated financial plans
- Support for the Town's capital budgeting processes, including the identification and prioritization of capital projects and associated funding sources
- Working in conjunction with the Department of Planning and Development, administration and updating as required of the Town's development standards
- Coordination of the Town's sustainability initiatives, including the identification and execution of projects that contribute towards increased environmental sustainability through the reduction of energy usage, greenhouse gas emissions, wastewater flows and other benefits
- Coordination of master planning for active transportation initiatives
- Coordination of master planning for public transit services, including route design and optimization, fleet management and replacement and fare structures
- Development of applicable policies and procedures for infrastructure planning
- Ensuring legislative compliance for infrastructure planning
- Tracking and reporting on infrastructure planning initiatives
- Assisting the Director and other senior staff with collective bargaining negotiations and personnel management as required
- Assisting the Director with the development of an annual budget and associated reporting
- Identifying and implementing continuous improvement measures for facility, fleet and other infrastructure management
- Assisting with the preparation of reports to Council on initiatives and issues
- Provide technical support to the Director of Public Works and other Town departments as required
- Perform other duties as assigned in line with Departmental and Town objectives

Requirements:

- Graduate from a recognized Civil Engineering Technology program or university engineering program;
- Member in good standing with PEO, OACETT, ORGA (CRS) or related professional accreditation
- Minimum of 7 years of municipal or industry experience
- Extensive knowledge of municipal infrastructure management
- Extensive knowledge of fleet and facilities management
- Working knowledge of legislation and regulation applicable to municipal infrastructure
- Strong leadership, communication, organizational and negotiation skills

Supervision of Others:

- The Manager of Infrastructure Planning will supervise the Infrastructure Planning Analyst and GIS Coordinator

Infrastructure Planning Analyst

Overview of the position:

The Infrastructure Planning Analyst will assist the Manager of Infrastructure Planning with the identification and life cycle management of the Town's infrastructure through the provision of technical assistance, the completion of necessary data collection and analysis and other activities as required. The Infrastructure Planning Analyst may also provide technical assistance to the Director of Public Works and other municipal departments as required.

Reporting Relationship:

The Infrastructure Planning Analyst reports to the Manager of Infrastructure Planning.

Roles and Responsibilities:

- Technical support for the Town's asset management planning function, including the development of asset inventories, condition assessments, replacement costing and reinvestment requirements
- Technical support for the development of infrastructure and development standards, including specifications and operating requirements
- Technical support for other infrastructure planning activities, including data collection and analysis, technical design and coordination with third party consultants and other Town departments
- Advice and assistance to the Manager of Infrastructure Planning and other departments for capital planning and budgeting
- Data collection and analysis relating to the Town's transit function, including ridership levels, operating hours and fleet costs
- Data collection and analysis in support of the Town's external reporting relating to infrastructure, including energy usage and CUTA transit data
- Coordination with the Town's Grant and Policy Writer on grant applications relating to infrastructure projects
- Identifying legislative and regulatory changes relating to the Town's infrastructure and potential impacts on future infrastructure requirements
- Ensuring legislative compliance with the Infrastructure for Jobs and Prosperity Act
- Identifying and implementing continuous improvement measures for infrastructure planning
- Assisting with the preparation of reports to Council on initiatives and issues
- Provide technical support to other Town departments as required
- Perform other duties as assigned in line with Departmental and Town objectives

Requirements

- Graduate from a recognized Civil Engineering Technology program
- Minimum of 3 years of municipal or industry experience
- Working knowledge of municipal infrastructure management
- Working knowledge of fleet and facilities management
- Working knowledge of legislation and regulation applicable to transportation, parks and facilities

Supervision of Others:

- This position will not involve the direct supervision of other personnel

Manager of By-Law Enforcement

Overview of the position:

The Manager of By-Law Enforcement has overall responsibility for the management, development and provision of by-law enforcement services for the Town. This position is responsible for the management, training and supervision of by-law enforcement staff, as well as direct involvement in by-law enforcement activities.

Reporting Relationship:

The Manager of By-Law Enforcement reports to the Director of Legislative Services.

Roles and Responsibilities:

- Maintaining up-to-date knowledge of legislation, regulation, legal principles and best practices relating to by-law enforcement services
- Establishing an annual operating plan for by-law enforcement activities, including areas of focus and key performance indicators
- Development and updating of operational policies, procedures and standard operating procedures
- Supervising the Town's by-law enforcement personnel, including scheduling work, undertaking effective performance management, managing attendance and addressing performance matters
- Reviewing and monitoring the Town's by-law enforcement activities, including undertaking analysis of relevant data and assessing customer service satisfaction
- Managing the Town's animal control function
- Providing assistance and advice to the Chief Administrative Officer, Director of Legislative Services and other Town functions on matters relating to by-law development, by-law updates and by-law enforcement
- Preparing reports to Council on by-law enforcement
- Responding to requests for by-law enforcement through investigation including, but not limited to, attending onsite to investigate complaints, conducting interviews and other data collection, directing parties to comply with Town by-laws, issuing certificates of offence and/or laying an information under the Provincial Offences Act
- Assisting with the preparation and conduct of by-law prosecutions, including support for court and tribunal proceedings
- Assisting the Director and other senior staff with collective bargaining negotiations and personnel management as required
- Assisting the Director with the development of an annual budget and associated reporting
- Provide support to other Town departments as required
- Perform other duties as assigned in line with Departmental and Town objectives

Requirements:

- Graduate from a recognized post-secondary program in law enforcement or related field
- Minimum of 5 years of municipal by-law enforcement in a supervisory capacity
- Must hold or be willing to obtain Property Standards Certification and maintain membership in good standing with the Ontario Association of Property Standards Officers
- Must have or be willing to obtain Municipal Law Enforcement Certification
- Well-developed communication skills and experience with elected officials, community members and other stakeholders
- Demonstrated experience in conflict resolution and managing adversarial situations with tact and good judgment

Supervision of Others:

- The Manager of By-Law Enforcement will supervise the Town's By-Law Enforcement Officers and other personnel involved in by-law enforcement activities

Manager of Procurement

Overview of the position:

The Manager of Procurement will perform specialist duties relating to the procurement of materials, supplies and services, as well as ongoing contract administration. The Manager of Procurement will also assist with corporate risk-management and contribute towards the Town's compliance with relevant legislation and regulation.

Reporting Relationship:

The Manager of Procurement reports to the Director of Corporate Services.

Roles and Responsibilities:

- Maintaining up-to-date knowledge of legislation, regulation, legal principles and best practices relating to municipal procurement
- Establishing standardized processes and supporting documents for procurement activities that reflect the Town's procurement policy and municipal best practices
- Providing professional support to Town departments for procurements in accordance with the Town's procurement by-law and applicable policies, including but not limited to (1) developing procurement documents; (2) managing procurement processes, including the distribution of procurement documents, communications with proponents; (3) evaluating of proponent responses for compliance; (4) managing the issuance of formal contracts, including negotiation support; and (4) ensuring appropriate security for performance
- Maintaining a contract registry that identifies the status of existing contracts
- Undertaking data collection and analysis in support of procurement initiatives, including product standardization, vendor rationalization, bulk procurement, vendor of record arrangements, standing offer arrangements and use of procurement cards
- Providing assistance and advice to Town departments on procurement matters, including application of Town's procurement by-law in instances of single or sole sourcing
- Ensuring appropriate risk management through periodic reviews of the Town's insurance coverage
- Establishing an annual operating plan for procurement activities, including areas of focus and key performance indicators
- Developing and updating of operational policies, procedures and standard operating procedures
- Preparing reports to Council on procurement
- Assisting the Director with the development of an annual budget and associated reporting
- Provide support to other Town departments as required
- Perform other duties as assigned in line with Departmental and Town objectives

Requirements:

- Graduate from a recognized post-secondary program in business administration or a related field
- Minimum of 5 years of procurement experience
- Must hold or be willing to obtain Professional Buyer Certification through the National Institute of Government Purchasing Agents
- Well-developed communication skills and experience with elected officials and procurement proponents
- Demonstrated experience in managing adversarial situations with tact and good judgment

Supervision of Others:

- This position will not involve the direct supervision of other personnel

Manager of Transformation Initiatives

Overview of the position:

The Manager of Transformation Initiatives will have primary responsibility for the development and execution of the Town's continuous improvement and customer service strategies. Working with other Town personnel, the Manager of Transformation Activities will implement changes to the Town's policies and processes intended to increase the overall level of customer satisfaction with the Town's provision of services while at the same time realizing operating efficiencies.

Reporting Relationship:

The Manager of Transformation Initiatives reports to the Chief Administrative Officer.

Roles and Responsibilities:

- Developing and executing a customer service strategy that outlines key initiatives to enhance the overall level of customer satisfaction
- Establishing processes for Town staff to provide input and suggestions in support of the Town's customer service and continuous improvement initiatives
- Coordinating with the Manager of Communications on the development of community input processes, including annual customer satisfaction surveys
- Establishing and reporting on performance standards for customer service
- Implementing changes to the Town's processes, services and service delivery channels to enhance customer service
- Preparing reports to Council and the community on customer service
- Developing an annual continuous improvement plan that identifies priority areas of focus
- Undertaking continuous improvement initiatives, including but not limited to process mapping, data collection and analysis, implementation of process changes and leading working sessions to develop and implement solutions
- Establishing and reporting on continuous improvement results, including cost reductions and capacity gains
- Coordinating with the Manager of Human Resources on the delivery of customer service and continuous improvement training for Town staff and the incorporation of customer service into the Town's human resources processes (e.g. job descriptions, performance reviews)
- Serving as a subject matter expert to provide advice and assistance to Town departments in support of customer service and continuous improvement
- Assisting the Chief Administrative Officer with the development of an annual budget and associated reporting
- Provide support to other Town departments as required
- Perform other duties as assigned in line with Departmental and Town objectives

Requirements:

- Graduate from a recognized post-secondary program in business administration or a related field;
- Minimum of 5 years of experience in leading process reviews, needs assessments and implementation
- Demonstrated experience in customer service strategy design and implementation;
- LEAN Greenbelt certification or higher
- Well-developed communication skills and experience with elected officials and procurement proponents; and
- Demonstrated experience in developing highly effective teams and managing internal resistance to change.

Supervision of Others:

- This position will not involve the direct supervision of other personnel but will involve working with staff from multiple Town departments.

Manager of the Office of the Chief Administrative Officer

Overview of the position:

The Manager of the Office of the CAO will assist in the achievement of the Town's strategic priorities by providing leadership for key initiatives and assisting the CAO with projects that support Council direction and priorities.

Reporting Relationship:

The Manager of the Office of the CAO reports to the Chief Administrative Officer.

Roles and Responsibilities:

- Providing support to the CAO for the development and execution of plans for initiatives relating to the Town's strategic plan and Council direction
- Acting as the CAO's representative in selected initiatives, including but not limited to policy development, consultations with senior levels of government and consultations with other municipalities
- Providing assistance to the CAO on administrative matters such as preparation for senior management team meetings, preparation for Council meetings, preparation of Council reports and associated analysis
- Developing and monitoring an annual business plan for the Office of the CAO that coordinates the activities and focus of the CAO direct reports (Manager of Communications, Manager of Human Resources, Manager of Transformation Initiatives, Emergency Management)
- Assisting Directors with strategic-level matters and issue resolution
- Assisting the Chief Administrative Officer with the development of an annual budget and associated reporting
- Provide support to other Town departments as required
- Perform other duties as assigned in line with Departmental and Town objectives

Requirements:

- Graduate from a recognized post-secondary program in business administration, public administration or a related field
- Minimum of 7 years of experience in municipal management; and
- Well-developed communication skills and experience with elected officials, employees, government representatives and community representatives.

Supervision of Others:

- This position will not involve the direct supervision of other personnel but will involve working with other direct reports to the CAO.

Manager of Economic Development

Overview of the position:

The Manager of Economic Development leads the Town's overall strategy for economic development and diversity, executing strategic initiatives, identifying opportunities, evaluating and reporting on results and acting as the face of the community for economic development.

Reporting Relationship:

The Manager of Economic Development reports to the Chief Administrative Officer.

Roles and Responsibilities:

- In conjunction with Council, Town management and community stakeholders, developing and reporting on the progress of a comprehensive economic development strategy that includes, but is not limited to, priority areas of focus, specific action items, key performance indicators and timeframes for implementation
- Assisting in the promotion of residential, commercial, industrial and tourism development that will increase assessment and employment opportunities within approved strategic plans and policies
- Representing the Town with respect to inbound investors and other economic development initiatives
- Coordinating and liaising with various external agencies/organizations on projects with common focus
- In conjunction with other Town personnel, developing marketing plans and communication strategies in support of economic development initiatives and policy alternatives for consideration and review
- Reporting on the Town's economic development related statistics, progress on accomplishments and key performance indicators
- Coordinating and collaborating with the Town's business community to support business retention and expansion
- Liaising with all local and regional economic development organizations
- Assisting in the preparation of funding submissions for economic development activities and projects
- Coordinating with the Director of Planning and Development, Manager of Long Range Planning and other Town personnel on the development and administration of financial incentive programs
- Coordinating with the Director of Planning and Development, Manager of Long Range Planning and other Town personnel on employment lands strategies
- Provide support to other Town departments as required
- Perform other duties as assigned in line with Departmental and Town objectives

Requirements:

- Graduate from a recognized post-secondary program in business administration, economics, public administration or a related field
- Minimum of 5 years of experience in economic development planning; and
- Well-developed communication skills and experience with elected officials, employees, government representatives and community representatives.

Supervision of Others:

- This position will not involve the direct supervision of other personnel

Program Support Financial Analyst

Overview of the position:

The Program Support Financial Analyst provides support to functional unit Managers and Directors with respect to financial planning, budgeting, variance analysis and other financial analysis.

Reporting Relationship:

The Program Support Financial Analyst reports to the Director of Corporate Services and Treasurer.

Roles and Responsibilities:

- Providing assistance to functional departments with budget preparation
- Providing assistance to functional departments with periodic analysis of financial results, including budget variances, variances from prior year and financial key performance indicators
- Providing assistance to functional departments with business case development for new initiatives
- Providing assistance to functional departments for master planning, strategy development, long term financial planning and other requirements
- Providing financial analysis and other support to functional departments relating to procurements, including financial evaluation of proposals
- Providing financial assistance to functional departments for the management of large projects, including tracking expenditures against project budget, monitoring and reporting on change orders, identifying potential project variances and assisting in the development of strategies to address project cost overruns
- Assisting with the preparation of external financial reporting on grant-fund projects and other mandatory reporting as required by legislation or regulation
- Assisting with the development of applications for grants
- Compiling financial data as required by functional departments
- Assisting year-end audit processes as required
- Identifying potential process improvements, including operating efficiencies and internal controls enhancement
- Provide support to other Town departments as required
- Perform other duties as assigned in line with Departmental and Town objectives

Requirements:

- Graduate from a recognized post-secondary program in accounting, business administration or a related field;
- Professional designation as a Chartered Public Accountant
- Minimum of 5 years of experience in accounting and financial analysis; and
- Well-developed technical and analytical skills, including proficiency with financial software systems.

Supervision of Others:

- This position will not involve the direct supervision of other personnel

Human Resources Analyst

Overview of the position:

The Human Resources Analyst is responsible for providing first level service to the Town with respect to the delivery of compensation and benefits programs.

Reporting Relationship:

The Human Resources Analyst reports to the Manager of Human Resources.

Roles and Responsibilities:

- Respond to enquires as appropriate, identify trends in enquiries, and develop recommendations to address service, claims or process issues
- Provide technical guidance to all internal stakeholders regarding compensation and insured benefits policies and procedures
- Review and analyze current compensation and benefit programs and processes and make recommendations for program/process improvements
- Document and maintain compensation & benefits policies, procedures, guidelines and practices in a clear and concise format that is readily accessible to all employee levels, if required
- Coordinate administration of annual compensation review and variable pay processes for non union positions
- Ensure accuracy and effectiveness of compensation information, data, and tools where applicable (i.e. Annual Salary Review Program)
- Update and maintain job evaluation tools and job documentation
- Coordinate creation of new or amended job descriptions and job evaluation requests
- Administer compensation and incentive policies, procedures, practices, and programs, with a strong customer service focus supporting managers compensation needs
- Manage third party relationships in a way that maximizes value add and minimizes costs
- Ensure consistent application of Compensation and Benefit processes, draft responses to employee enquiries, propose solutions and seek guidance where required
- Draft & deploy employee communications and assist in overall Compensation and Benefits planning and design
- Benchmark Compensation and Benefits best practices; identify industry and employment trends and maintain awareness of legislative changes
- Ensure compensation & benefit programs are in compliance with current legislation (i.e. Pay Equity, Employment Standards Act, Human Rights, etc.)
- Coordinate, monitor, and review Pay Equity legislation requirements for all staff
- Participate in external market surveys to ensure overall competitiveness of compensation programs
- Support and participate in the evaluation and selection of vendors, and assist with the implementation of program changes
- Provide input to the annual budgeting and monthly forecasting processes
- Respond to and re-route enquires, identify trends in enquiries, and develop recommendations to address program delivery or process issues related to all employee programs
- Research best practices and develop, implement and administer new or improved programs relating to employee health, wellness, recognition, perks and corporate learning to enhance employee engagement across the organization to promote a fair, healthy and respectful work environment
- Draft various employee and management communication materials, guidelines, and policies
- Liaise with EFAP service provider on sourcing and implementing corporate wellness initiatives
- Administer the corporate rewards and recognition program including anniversary/milestone, peer and retiree recognition processes, and reporting/metrics
- Maintain, update and provide recommendations on internal employee discounts
- Participate in the development of a network of peers with the broader public, municipal and private sectors to share best practices
- Support and participate in the evaluation and selection of employee programs vendors
- Monitor invoices, ensuring accuracy and adherence to terms of contracts, monitor compliance with service level agreements, identify and resolve issues, escalating unresolved non-compliance issues related to employee programs to the manager as appropriate

Requirements

- Graduate from a recognized post-secondary program in human resources or a related field
- Professional designation as a Certified Human Resources Professional is an asset
- Minimum of 3 years of experience in compensation, benefits or total rewards experience, preferably in a unionized environment
- Well-developed technical and analytical skills
- Good knowledge of employee-related legislation

Supervision of Others:

- This position will not involve the direct supervision of other personnel

Information Technology Analyst

Overview of the position:

The Information Technology Analyst contributes to the maintenance of the Town's computer networks, providing technical support, including the installation and configuration of hardware and software and responding to technical issues.

Reporting Relationship:

The Information Technology Analyst reports to the Supervisor of Information Technology.

Roles and Responsibilities:

- Installing and configuring computer hardware and software, network components (servers, SANS, routers) and periphery devices (printers, scanners)
- Responding to requests for service (technical support, troubleshooting) from Town personnel
- Creating accounts for new employees and managing deactivation of accounts for departing employees
- Providing training as required to Town personnel
- Undertaking minor repairs to information technology assets
- Providing input with respect to the Town's information technology strategic plan
- Participating in the Town's response to cybersecurity incidents
- Assisting with the project management and implementation of enterprise systems
- Collecting and analyzing relevant data concerning information technology utilization and requirements
- Organizing and scheduling upgrades and periodic maintenance
- Ensuring compliance with software licensing
- Assisting with the procurement of computer hardware, software, network components and periphery devices
- Provide support to other Town departments as required
- Perform other duties as assigned in line with Departmental and Town objectives

Requirements:

- Graduate from a recognized post-secondary program in computer sciences or a related field
- Minimum of 5 years of experience in information technology support; and
- Well-developed technical skills, including proficiency with software systems utilized by the Town.

Supervision of Others:

- This position will not involve the direct supervision of other personnel

Deputy Chief Building Official

Overview of the position:

The Deputy Chief Building Official assists in all matters relating to the administration of the Ontario Building Code, including but not limited to the review of building permit applications and the undertaking of inspections during construction.

Reporting Relationship:

The Deputy Chief Building Official reports to the Chief Building Official.

Roles and Responsibilities:

- Performing the statutory duties of the Chief Building Official in ensuring compliance with the provisions of the Ontario Building Code and Building Code Act in the absence of the Chief Building Official
- Assisting applicants with questions concerning building permit applications, inspection requirements and other matters, including referrals to other parties for necessary approvals
- Reviewing building plans and specifications for compliance with the Ontario Building Code and assisting proponents with the resolution of identified issues
- Reviewing and approving building permit applications and issuing building permits
- Conducting inspections during construction periods
- Issuing appropriate Building Code orders to address identified violations of the Ontario Building Code
- Assisting with the identification and analysis of trends relevant to the Town's building services processes
- Assisting with the recruitment, training, supervision and performance management of Building Services personnel
- Identifying potential process improvements that can be implemented to enhance customer service and gain operating efficiencies
- Liaising with representatives of the development community concerning customer satisfaction and potential initiatives to streamline permit applications
- Assisting the Chief Building Official with development of the annual budget for Building Services
- Provide support to other Town departments as required
- Perform other duties as assigned in line with Departmental and Town objectives

Requirements:

- Graduate from a recognized post-secondary program in construction engineering, architectural technology or an equivalent field
- Designation as a Certified Building Code Official with Ontario Building Official Association is an asset
- Completion of the Ministry of Municipal Affairs and Housing Examinations for legal processes for a Chief Building Official
- Completion of the Ministry of Municipal Affairs and Housing Examinations for all Building Code technical qualifications is an asset
- Minimum of 5 years of experience in building inspection; and
- Well-developed communication skills and experience with elected officials and representatives of the development community.

Supervision of Others:

- The Deputy Chief Building Official will assist the Chief Building Official with the supervision and performance management of Building Services personnel.