

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT **(BUILDING SERVICES DIVISION – LOCATION – 71 MAIN ST. W. – 3rd FLOOR)**

DIRECTOR, BUILDING DIVISION & CHIEF BUILDING OFFICIAL

OVERVIEW

Reporting to the General Manager, Planning & Economic Development, provides strategic leadership and effective subordinate management to a workforce engaged in the delivery of Building Permit and Building Inspection services to the public. Recommends broad policies and long-range strategies in the delivery of these services to meet mandated goals and objectives.

Accountable for establishing and achieving Divisional goals and objectives through the effective and efficient use of management skills, financial and staff resources. Uses a 'best practices' approach in developing and delivering quality services in a timely and cost effective manner. Instils a customer service focus in the Division.

Evaluates and reports on the Division's service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example.

Is a member at the Department Leadership Team providing strategic direction for the Department as a whole.

This position has been designated as the Chief Building Official.

RESPONSIBILITIES

You will assume lead accountability and responsibility for the Building Services Division through delivery of the Building Permit and Inspection Program. You will need to meet the growing needs of the residents and businesses of the City of Hamilton with a view to establish Hamilton as a leader in attracting and growing development.

The Director is accountable to the General Manager, Planning & Economic Development, for ensuring the Building Services Program is provided in accordance with City and Provincial guidelines with minimal disruption to the public and is in the most effective and efficient manner consistent with the City of Hamilton's and the Department's Mission, Vision and Values.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Participates in strategic planning of the Department as a member of the Department Leadership Team.

Builds and maintains collaborative relationships with other Divisions/Departments/Agencies involved in the development approval process to ensure a cooperative and proactive approach to Hamilton 'City Building'.

Leads an effective Division Management Team, providing coaching and advice to subordinate managers/supervisors to optimize performance.

Develops and monitors the annual Operating and Capital Budgets for the Division.

Implements customer service improvement initiatives and creates a customer-focused culture.

Ensures compliance with Provincial and Federal statutes and regulations, municipal by-laws and policies.

Responds to various Corporate, community, Provincial or Federal proposals for service initiatives, changes or enhancements.

Provides professional consultation, including reports, to Council and Committees.

Effectively manages the approved financial and staffing resources of the Division. Reconciles complaints from the public, Municipal, Provincial and Federal officials. Appraises new materials, assemblies and rules on their acceptance or restriction. Investigates causes of accidental death and/or appear in court as expert witness. Responds on the scene to emergencies. Initiates, conducts and approves staff training courses.

Management and supervision of the on-going, day-to-day operations of the Building Services Division, including enforcement of the Ontario Building Code through permit issuance and inspections. Administers and enforces any other by-laws for which the Division is responsible for.

Is the Chief Building Official (CBO) under the Ontario Building Code Act and as such, is responsible for the operation of that Act and its regulations across the City of Hamilton.

Represents the City of Hamilton as a member of the Large Municipality Chief Building Officials (LMCBO).

Develops direction for desired services including alternative service delivery and continuous improvement.

Establishes criteria and priorities for annual work program and performance measures. Prepares work schedules, assigns duties to staff, establishes priorities, conducts staff hiring, monitors and evaluates staff performance, disciplines and trains staff, as well as assists in developing and mentoring staff to their full potential.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton Corporate and Departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton Corporate and Departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Professional Engineer or Architect with progressive relevant work experience at a senior level. Candidates with an equivalent combination of education and experience may be considered.
2. High level of Building Technology education/training with progressive relevant work experience at a senior level, preferably in a municipal environment.
3. Eligible for membership in the Ontario Building Officials Association (OBOA), preferred.
4. Highly developed, analytical and business planning skills with a proven track record for long-term visioning and big-picture thinking.
5. Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team building/team advocacy, staff delegation, empowerment and staff development and is results oriented.
6. Possesses a high level of personal integrity and is an excellent communicator. Ability to write clear and concise reports.
7. Highly developed ability to articulate a vision, to lead and inspire others.

8. Highly effective leadership, facilitation, communication, interpersonal, team building and organizational skills in a predominately unionized environment.
9. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment.
10. Demonstrated financial management skills in developing, implementing and monitoring operational and capital budgets.
11. Experience in designing and delivery of customer focused programs and services.
12. Proven ability to communicate effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
13. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the Division.
14. Computer literacy in the use of AMANDA, electronic mail, internet, word processing and spreadsheet applications.
15. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
