

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT **(BUILDING DIVISION – BUILDING INSPECTIONS - LOCATION - 71 MAIN ST. W.)**

MANAGER, BUILDING INSPECTIONS

OVERVIEW

Reporting to the Director Building and Chief Building Official in the Building Division, provides strategic leadership, through subordinate management, to a multi-functional workforce engaged in delivery of services to the public. Recommends policies and long-range strategies in the delivery of services to meet mandated goals and objectives.

Accountable for establishing and achieving Sectional goals and objectives through the effective and efficient use of financial and staff resources. Uses a “best practices” approach in developing and delivering quality services in a timely and cost-effective manner. Instills a customer service focus in the Section.

Evaluates and reports on the Section’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.

This position has been designated as a Deputy Chief Building Official.

RESPONSIBILITIES

You will assume accountability and responsibility for the Building Inspection Section and meet the growing needs of the residents and businesses of the City of Hamilton.

The Manager is accountable to the Director, Building Division for ensuring the building inspections are provided in accordance with City and Provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Participates in strategic planning and direction of the Division.

Provides creative leadership and direction to staff within the Section, providing coaching and advice to subordinate supervisors to optimize performance

Promotes teamwork and integration with other Building Division Sections and other Divisions/Departments, Agencies participating in cross functional and cross program initiatives

Participates in the development of annual operating and capital budgets.

Provides professional consultation, including reports or reviews, as required, arising out of this area of responsibility for presentation to Council, its Committees and/or sub-committees.

Participates and regularly acts as spokesperson in discussions/presentations on Building regulatory to the Planning and Economic Development, Planning Committee, Council, agencies, the development community, the public and the media. To attend various Committee/Council and public meetings as required.

Participates as a department lead and/or representative on various corporate committees/teams as required.

Advises design professionals, industry, and the public on related regulatory requirements.

Liaises with Provincial Ministries, adjacent municipalities and other agencies including MOECC, NEC, Conservation Authorities, WEHBA, Tarion, The Home Construction Regulatory Authority, the construction and real estate industries as well as legal counsel, professionals, and staff of other levels of government etc. regarding building regulatory and enforcement issues as required.

Implements customer service initiatives with a view to ensure a customer focused culture.

Empowers and develops reporting staff to perform their work in an independent manner.

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

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 staff to their full potential.

Directs and manages the general administration of the work area under his/her jurisdiction by developing and recommending new policies and procedures and monitoring existing ones to maximize utilization of section resources.

Monitors the progress of work performance, program development, ensures timely, cost effective building inspection framework ensuring compliance with Provincial Statutes and municipal by-laws which control building construction by permit issuance and field enforcement.

Fully participates and supports the Performance Accountability & Development (PAD) process and ensures subordinates to do the same.

Manages a team of technical building specialists performing site inspections and related enforcement to ensure compliance with the OBC and municipal by-laws.

Guides the municipality's on-site-sewage (septic system) maintenance program (source water protection) and ensures appropriate enforcement.

Supports the City's Trade Licence administration in conjunction with the Municipal Law Enforcement and Licensing Division.

Ability to support and maintain a comprehensive, functional and successful Building Inspection Enforcement program.

Reviews Crown Briefs and appears in court to represent the City for prosecutions and attends hearings or inquiries as an expert witness when required.

Performs other duties as assigned which may be directly related to the responsibilities of the position or in support of Divisional, Departmental or City initiatives.

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.

QUALIFICATIONS

1. Professional Engineer and five years of experience in a management position, a Technologist and ten years' experience or a commensurate combination of experience and education.
2. Extensive knowledge of statutes, regulations and by-laws affecting the department/section with an emphasis on the *Building Code Act* and its related enforcement tools.

3. Highly developed analytical and business planning skills with a proven track record for long term visioning and big picture thinking.
4. Highly developed ability to lead and inspire others.
5. Highly effective leadership, facilitation, communication, interpersonal and organizational skills in a predominantly unionized environment.
6. Demonstrated ability to effectively manage a multi-disciplinary staff in a results-oriented environment.
7. Experienced in delivering customer focused programs and services.
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development and are results oriented.
10. Possess a high level of personal integrity and are an excellent communicator.
11. Computer literacy in electronic mail, Internet, word processing, and spreadsheet applications.
12. 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.