

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT **(BUILDING DIVISION – BUILDING ENGINEERING & ZONING - LOCATION – 71 MAIN ST. W., 3RD FLOOR)**

SUPERVISOR OF BUILDING ENGINEERING

SUMMARY OF DUTIES

Reporting directly to the Manager of Building Engineering & Zoning, responsible for the efficient direction and supervision of Building Engineer staff, acts as a resource, provides technical assistance, recommends policies and procedures and ensures permit application review and issuance are performed so as to achieve compliance with the Ontario Building Code and other applicable regulations and standards.

GENERAL DUTIES

Assumes the responsibilities and duties of the Manager of Building Engineering & Zoning in his or her absence.

Participates and collaborates with Building Division leadership team

Prepares work schedules, assigns duties, monitors and evaluates staff performance, disciplines and trains Building Engineer staff.

Audits permit applications, approved drawings, deficiency letters, fees collected, and other Building Division functions on a regular basis in order to ensure that proper procedures and consistency have been followed.

Ensures that routine work is completed within divisional guidelines and legislated timelines.

Liaises with, trains and mentors Building Engineers in building code related work, technical standards, policies and procedures, municipal by-laws and other applicable law.

Investigates, analyzes and resolves complex Building Code and engineering related issues

Performs site inspections and site visits.

Recommends policies and procedures for the delivery of service.

Meets with the public, contractors and professionals in order to define regulatory requirements, departmental policies and arbitrates disputes.

Assists the Plans Examination and Building Inspections section staff in interpreting regulatory requirements and arbitrates disputes.

Performs plan examinations and building permit issuance on major development projects.

Writes or reviews reports and recommendations regarding unsafe buildings or other areas of technical concern.

Assists in the interview process for new employees and recommends preferred candidates.

Represents the City or Department on various technical bodies or on other City By-law and Technical Committees.

Acts as an expert witness for court and regulating bodies.

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. Progressively responsible experience in building inspections, apply knowledge and theories of Civil Engineering as it relates to building construction normally acquired by obtaining a degree in a related field or an equivalent combination of education and relevant work experience
2. Thorough knowledge of current construction practice, the Ontario Building Code and related standards and a working knowledge of Zoning By-laws gained through considerable practical experience preferably in a municipal setting.
3. Membership with the Professional Engineers of Ontario.
4. The successful candidate must be eligible to be appointed as an inspector under the Ontario Building Code Act (as amended by Bill 124) and must successfully have the following required qualifications:
 - General Legal Process
 - On-site Sewage Systems
 - Plumbing all Buildings
 - Small Buildings
 - Complex Buildings
 - Building Services
 - Building Structural
5. Demonstrated ability to manage time and prioritize work to meet departmental objectives.
6. Ability to oversee the work of others to ensure work meets regulatory requirements.
7. Highly developed analytical and business planning skills.
8. Effective leadership, facilitation, communication, interpersonal and organizational skills.
9. Demonstrated ability to effectively manage a professional staff in a results-oriented environment.
10. Demonstrated ability to develop and deliver technical training and presentations to staff, the public and professionals.