

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT **(BUILDING DIVISION – PLAN EXAMINATION SECTION – LOCATION – 71 MAIN STREET W. 3RD FLOOR)**

SUPERVISOR, PLAN EXAMINATION

SUMMARY OF DUTIES

Reporting to the Manager, Plan Examination, responsible for the efficient direction of the front-line staff, Plans Examiners, Permit Application Specialists, Document Management team and the Building Administration team. Acts as a resource, troubleshooting and problem solving while providing technical assistance and ensuring permit application review and permit issuance are performed so as to achieve compliance with the Ontario Building Code, Subdivision Agreements and all other applicable law.

SPECIFIC DUTIES

Assumes the responsibilities of the Manager, Plan Examination, in his/her absence.

Supervises and provides direction for Plans Examiners and Permit Application Specialists to ensure that permit review and issuance are performed according to uniform established procedures and within legislated timelines for the plan review team.

Supervises and provides direction to the Document Management team to ensure that comprehensive and accurate record/files are maintained in the Division's database system (AMANDA) which are made available to several stakeholders and they subsequently rely on. As well as manage the document achieves including the storage, production of microfilm and retrieval processes.

Supervises the day to day operations of the Building Assistant Clerks (5) ensuring that all incoming call, inquires and requests are received, transferred appropriately, input in to our data base. This includes all inspection requests, zoning verifications, action requests and general inquires. This position is also responsible for Formal Information Requests.

Leads and monitors staff to ensure adequate coverage for all 4 areas with the Plan Examination Section, reviews and adjusts workload of all staffing teams when necessary.

Supervises the day to day operation of the Permit Intake Coordinator.

Responsible for the implementation and intake of all Electronic Plans Submission (ePlans), including the intake of all sections, Building Engineer, Permit Application specialists, Plans Examination and Zoning.

Audit the work of the Plans Examination staff, Permit Application Specialists, Document Management Clerks, Building Division Assistants, to ensure quality of work, quality of training and the efficiency of the work is at the optimum level. (Must be fully qualified and have the experience to do each of those positions).

Prepares work schedules, assigns duties to staff, establishes priorities, monitors and evaluates staff performance, recommends discipline and trains staff, as well as assisting in developing staff to their full potential.

Responsible for the hiring process, including detailing the job descriptions, developing interview questions, resume selection, interviewing and hiring for new staff and staff promotion for the Plans Examination, Permit Application Specialist, Document Management staff, Building Division Assistants and student positions.

Approves vacation, flex time and overtime requests in keeping with the operational needs of all 4 teams within the Plan Examination section.

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

Liaises with Customer Service Representatives/Plan Examiners on a regular basis to ensure up to date knowledge is maintained regarding amendments to existing laws, codes and divisional policies and procedures and recommends implementation methods for new legislation.

Approves training for Customer Service Representatives/Plan Examiners as required.

Ensures adequate coverage of staff attending multiple (5) other municipal service centre location weekly. Site visits to centres by supervisor throughout the year to ensure space is adequate and service levels are maintained for inquires for the Building Division.

Attend or site visits to properties with in the City when requested by upper management, City Councillors or to assist in the issuance of a building permit.

Develops or assists in development of procedures and training relating to plan review and permit issuance functions and responsibilities.

Trains and advises staff in code related work, responsibilities and department, by-laws, policies and procedures, and other applicable law.

Proficient in data management software and working knowledge of computer software applications such as Microsoft Office, Geographic Information Systems, Project Dox, AMANDA, Portal and an electronic document management system.

Liaises with Local, Provincial and Federal authorities to clarify the interpretation of applicable codes, regulations and by-laws.

Liaises with other departments, the public, and outside agencies in the preparation of technical reports and responds, in writing or orally, to inquiries and complaints from elected officials, lawyers, architects, engineers, and contractors.

Assumes the responsibility of back up for the Supervisor, Building Inspections roles as required in his/her absence. Requires supervision in another unrelated section within the Building Division.

Responsible for the ongoing coaching and mentoring of all permanent, temporary and co-op student positions to assist in the development of their careers.

Resolves issues which may develop between staff, contractors, builders, homeowners or design professionals and acts as an intermediary at the request of the Manager, Plan Examination.

Investigates, analyzes and resolves complex sensitive situations regarding The Ontario Building Code, The Swimming Pool Enclosure By-law, The Site Alteration By-law, Zoning By-law and other applicable by-law requirements and initiates appropriate action.

Interprets Building Division policies for the public. Prepares new policies, and updates existing policies on behalf of the Manager, Plan Examination.

Maintains comprehensive and accurate records.

Represents the Building Services Division before Committees of Council, public meetings and affiliated technical committees.

Conducts in-depth studies/investigations and prepares reports and recommendations for internal and external departments and for Council, which may involve sensitive, confidential information.

Receives and answers inquiries from public, staff, contractors, other departments, elected officials, lawyers, architects and engineers.

Summarizes records and documents and prepares reports and evidence for Building Code Commission, Ontario Municipal Board hearings and Property Standards Committee Appeals. Gives evidence in court for enforcement of The Ontario Building Code and other municipal by-laws.

Conducts all duties responsibly, addressing risk management issues, thereby minimizing exposure to personal and municipal liability.

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 major responsibilities of the job.

QUALIFICATIONS

1. Community College Graduation from an Architectural or Civil Engineering Technology Program or University graduate from an Architectural or Civil Engineering degree program or equivalent related work experience with considerable relevant Municipal Building Department experience.
2. The successful candidate must be eligible to be appointed as an inspector under the Ontario Building Code Act and must successfully have completed the examination in the following categories of qualifications:

General Legal/Process
On-site Sewage Systems
Plumbing all Buildings
Small Buildings
Building Services
Building Structural

3. Eligible for O.B.O.A. Certification (Ontario Building Officials Association).
4. Considerable professional experience in the following fields. Plan examination review, investigation and complaints resolution. Identifying infractions of the Ontario Building Code and associated Codes, Standards, By-laws and Acts. Ability to interpret various types of technical drawings, specifications, engineering reports and legal documents. The ability to interpret various types of drawings, specifications, engineering reports and legal documents.
5. Thorough knowledge of policies and procedures of development and typical construction practices.
6. Must have a thorough knowledge of the rules and regulations under the Freedom of Information and Protections of Privacy Act (FIPPA) and Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) specifically what information may be held or given with in public-sector organizations in Ontario.
7. Must have a proficient knowledge of cash handling procedures and current POS system including Class and Legend.
8. Must have a thorough knowledge that pertains to the electronic application process (ePlans) insuring implementation, pre-screen, review for all permit application types including permit application that would be reviewed by the Engineer Staff, Zoning Staff, Plans Examination and Permit Application Staff.
9. Ability to deal effectively with elected officials, representatives of other levels of government, senior management, peers, staff and the general public.
10. Demonstrated ability to act independently, with strong problem solving and decision-making skills.
11. The ability to make 'judgement calls' and 'alternative measures' decisions as needed when making decisions pertaining to Code acceptability, interpretation and equivalencies.

12. Thorough knowledge of the Occupational Health and Safety Act.
13. Must possess numerical aptitude and computer literacy skills.
14. Must possess excellent written and verbal communication skills.
15. Must possess a Class "G" Driver's Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

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