

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(BUILDING DIVISION – PLAN EXAMINATION SECTION - LOCATION – 71 MAIN ST. W., 3rd FLOOR)

PLAN EXAMINATION TRAINING COORDINATOR

SUMMARY OF DUTIES

Reporting to the Supervisor, Plan Examination, this position acts as a knowledge expert in Ontario Building Code and building permit review. This includes answering questions and acting as a technical expert related to Building code requirements from both internal staff and external customers, documentation of procedures, provide on-going training, review and support the undertaking of various development and implementation. The position will utilize an understanding of Plans Examination Section processes related to building application workflow and review, encouraging cross sectional and divisional support to streamline processes.

GENERAL DUTIES

Liaise with the Inspection Team to act as technical expert for residential Part 9 buildings with fire protection and life safety measures including but not limited to conversions, semi-detached, townhouses, maisonettes, and stacked townhouses.

Assist in the creation and implementation of an appropriate protocol to ensure proper review and training of staff including complicated or complex Part 9 residential permits.

Research zoning maps, survey and property files to verify compliance with Zoning By-Laws and Subdivision Agreements.

Maintain divisional files for subdivision agreements, site plan applications and consent agreements.

Advise, communicate and liaise with staff, other departments and industry professionals with all issues relating to interpretation of Ontario Building Code, Zoning By-Laws, accepted construction practices, regulations and procedures.

Trains staff on the review and issuance of building permits in the Plan Examination Section.

Establishes and maintains comprehensive and complete training records and related files in accordance with legislated standards and policy to ensure that information is organized, complete, current and accessible for future reference. Provide up-to-date training statuses to the Policy and Training Coordinator on a regular basis.

Monitors and evaluates personnel during training evolutions and provides assessment to the Supervisors of Plan Examination on performance that helps establish and maintains a professional and effective building permit issuance.

Conduct audits of sectional activities to determine the efficiency and effectiveness of the practices and standards implemented by management to ensure achievement of Divisional goals and objectives using appropriate audit techniques and experienced judgment to resolve issues and make improvement recommendations to the Supervisor to be implemented by management.

Provides input into the Divisional training plan by identifying and assessing areas of improvement, needs and skills requirements. Involves reviewing the quality, quantity and performance of staff as identified in the employee job descriptions and Performance Accountability and Development (PAD) plans.

Involved in business process reviews, improvement initiatives, provides strategic and process improvement advice to support business operations.

Makes recommendations for improvements to processes, including efficiency improvements, modification/elimination/development of tools, and the introduction and use of technology.

Assist in the drafting and implementation of guides, interpretation memos, policies, and procedures.

Administer training and provide support for staff preparing for BCIN qualification exams.

Facilitates on-boarding of new staff including, but not limited to, AMANDA, ePLAN, ProjectDox training, building permit review practices, divisional resources, and policies and procedures.

Provides in-house training for specific topics identified in the yearly training work plan.

Facilitate public meetings and information sessions as required.

Collaborate with the Training Coordinator Inspections on training resources and sessions at the divisional level.

Responsible for attending construction sites, when required, to act as a subject matter expert/technical resource to determine if complex construction situations including but not limited to fire separations, conversions, exiting, and means of egress, comply with the Ontario Building Code.

Create and update a training manual to use as a resource for new and existing staff and to ensure staff maintain up to date knowledge of amendments of existing legislation and divisional policies and procedures.

Liaise with the Ministry of Municipal Affairs and Housing to discuss and/or clarify Ontario Building Code rationale and interpretations

Liaise with other Municipalities to discuss policies and procedures and Ontario Building Code interpretations to ensure consistency across the construction industry

Work with Building Inspections Supervisors and Training Coordinator Inspections to determine best practices and methods of plan reviews to ensure seamless start to finish construction projects.

Prepare and provide reports and evidence for Building Code Commission and Ontario Land Tribunal hearings and court for enforcement of Building Code regulations.

Compose correspondence.

Attend training courses as required.

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

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

QUALIFICATIONS

1. Knowledge of the Ontario Building Code, construction practices, structural design and engineering principles normally acquired by the completion of a Community College Diploma from an Architectural or Civil Engineering Technology Program.

2. BCIN (Building Code Certification Number) required and qualified in General Legal/process, On-Site Sewage Systems, HVAC, House & Small Buildings, Part 4 Building Structural.

3. The ability to investigate and analyze reports and determine infractions to the Building Code Act/Regulation, applicable municipal By-laws and Codes. The ability to review and verify various types of drawings, specifications, engineering reports and legal documents.
4. The ability to act independently, with strong problem solving and decision-making skills.
5. The ability to make 'judgement calls' and 'alternative measures' decisions as needed when making decisions pertaining to the Building Code, by-law acceptability, interpretation, and equivalencies.
6. The ability to act as technical expert for residential Part 9 buildings in fire protection and life safety measures including but not limited to conversions, semi-detached, townhouses, maisonettes.
7. Eligible for OBOA certification.
8. Eligible for OBOA facilitation certification.
9. Extensive experience as a Building Official acting as a technical expert for residential Part 9 buildings in fire protection and life safety measures including but not limited to conversions, semi-detached, townhouses, maisonettes, and stacked townhouses.
10. Demonstrated ability to train, mentor and coach.
11. Must possess numerical aptitude and computer literacy skills.
12. Must possess excellent written and verbal skills.
13. Must possess a Class "G" License.

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