

CITY OF HAMILTON

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

SENIOR PLAN EXAMINATION TRAINING COORDINATOR

SUMMARY OF DUTIES

Reporting to the Manager of Building Engineering, the Senior Plan Examination Training Coordinator acts as a knowledge expert in Ontario Building Code and building permit review. Responsible for the efficient direction and training of Building Engineering staff; acts as a resource and provides technical assistance. Recommends policies and procedures and ensures permit application review and issuance are performed in accordance with the Ontario Building Code and other applicable regulations and standards. Responds to inquiries from internal and external customers as the technical expert for Building Code requirements.

GENERAL DUTIES

Monitors and evaluates staff workload and performance ensuring work is completed within divisional guidelines, policies and legislated timeframes in collaboration with the Supervisors, Building Engineering.

Liaises with the Building Inspections Team to act as technical expert for Institutional, Commercial & Industrial (ICI) buildings under scope of Parts 3,4,6,7 & 9 with fire protection and life safety measures.

Assists in the creation and implementation of an appropriate protocol to ensure proper review and training of staff including complicated or complex buildings under Part 3.2.6.

Advises, communicates and liaises with staff, other departments and industry professionals with all issues relating to interpretation of Ontario Building Code, accepted construction practices, regulations and procedures.

Investigates, analyzes and resolves complex Building code and engineering related issues in collaboration with Supervisors of Building Engineering.

Trains and mentors staff on the review and issuance of building permits in the Building Engineering Section for both Building Engineers and Senior Plans Examiners.

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. Provides up-to-date training statuses to the Policy and Training Co-Ordinator on a regular basis.

Monitors and evaluates personnel during training evolutions and provides assessment to the Manager of Engineering 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. Uses appropriate audit techniques and experienced judgment to resolve issues and makes improvement recommendations to the Supervisor for implementation by management.

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

Conducts business process reviews, improvement initiatives; provides strategic and process improvement advice to support business operations.

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

Assists in the drafting and implementation of guides, interpretation memos, policies, and procedures. Administers training and provides support for staff preparing for BCIN qualification exams.

Develops, implements and supports integration solutions across multiple systems – cloud based, on-premise and platforms that align with business and strategic objectives.

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

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

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

Performs site inspections and site visits as required for training purposes.

Creates and updates the training manual to use as a resource for new and existing staff. Ensures staff maintain up to date knowledge of amendments of existing legislation and divisional policies and procedures.

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

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

Works with Building Engineering Supervisors, Building Inspections Supervisors and Training Coordinators to determine best practices and methods of plan reviews to ensure seamless start to finish construction projects.

Prepares and provides reports and evidence for Building Code Commission, Ontario Land Tribunal hearings and court for enforcement of Building Code regulations. Composes correspondence.

Attends training courses as required.

Conducts all duties responsibly, addressing risk management issues to minimize 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. Progressively responsible experience in building permit review and inspections, apply knowledge and theories of 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. Membership with the Professional Engineers of Ontario preferred.

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3. 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
 - Plumbing all Buildings.
 - Small Buildings
 - Complex Buildings.
 - Building Services.
 - Building Structural
4. Demonstrated ability to investigate and analyze reports and determine infractions to the Building Code Act/Regulation, applicable municipal By-laws and Codes. Ability to review and verify various types of drawings, specifications, engineering reports and legal documents.
5. Proven ability to act independently, with strong problem solving and decision-making skills.
6. Demonstrated 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.
7. Ability to act as technical expert for Institutional, Commercial & Industrial (ICIs) in fire protection and life safety measures.
8. Eligible for OBOA certification.
9. Eligible for OBOA facilitation certification.
10. Extensive experience as a Building Official, acting as a technical expert for Institutional, Commercial & Industrial (ICIs) fire protection and life safety measures.
11. Demonstrated ability to train, mentor and coach.
12. Must possess numerical aptitude and computer literacy skills.
13. Demonstrated ability to effectively manage a professional staff in a results-oriented environment.
14. Must possess excellent written and verbal skills.
15. Must possess a Class "G" License.