

Our team is highly skilled, passionate about our community, and we care. Let's grow together.

Senior Manager, Deputy Chief Building Official

Who We Are

In Whitby, we are dedicated to our work, our community, and each other. We work hard, we have fun, and we celebrate our successes.

The Town of Whitby is a community in transformation that is located in the heart of Durham Region in the eastern Greater Toronto Area. Whitby is the second-largest municipality in the region and one of the fastest-growing communities in Canada. Located on Lake Ontario and only an hour east of Toronto, the population of Whitby is expected to grow from 140,000 to more than 200,000 by 2031. Whitby's Official Plan has been updated to establish new directions for Whitby's planned growth and development; the protection of our natural and built environments; urban design intensification; sustainability; community improvement; and, new employment within this time frame.

The Town of Whitby combines a small town atmosphere with the sophistication and amenities of a larger urban centre. Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with an award-winning marina, year round sports and recreation activities, parks, trails, and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day.

Whitby has an exciting and aspiring future, with a community that is welcoming, growing and transforming. On our team, you can expect to make a difference through your work and have a direct impact on shaping our growing community. Creating an inclusive environment where employees experience job satisfaction and have rewarding careers is important to us. We live our values and foster a culture of collaboration, accountability, respect and engagement where people enjoy coming to work.

We want to be the preferred employer for the most talented people who care about the Town of Whitby, and are excited and proud to serve our vibrant community.

Let's grow together.

What You Will Get To Do

Reporting to the Director/Chief Building Official, the Senior Manager & Chief Building Official is responsible for ensuring that all building and development in the Town of Whitby is carried out in compliance with the Building Code Act (BCA), Ontario Building Code (OBC), the Building By-law and other relevant legislation. The incumbent provides leadership to the Building Services staff and oversees daily divisional operation. In the absence of the Chief Building Official (CBO), the Deputy Chief Building Official (DCBO) assumes responsibility of the CBO and performs the necessary statutory duties as outlined in the BCA.

Duties for this newly created progressive role include, but are not limited to:

- Provides leadership with respect to the administration and enforcement of the Building Code and oversees the Plans Examination and Building Inspection Sections within Building Services Division.
- Responsible for the daily operation of the Building Services Division, including OBC compliance, risk management and efficient delivery of customer service; Leads and motivates the Plans Review and Building Inspections Section workforce; Ensures effective teamwork as well as high standards of quality of work and organizational performance.

- Ensures execution of divisional priorities, objectives and goals, established in consultation with the CBO.
- Provides direction and leadership to the Sectional Supervisors, including technical support and problem solving in obtaining the Division's stated goals and objectives. Manages direct reports by monitoring progress towards goals with sustainable results.
- Directs, through subordinate management staff, all activities of the Plans Examination and Building Inspections Section.
- Fulfills statutory obligations in accordance with the BCA and provides direct support to the CBO.
- In the absence of the CBO, the DCBO assumes responsibility of the CBO and performs the necessary statutory duties as outlined in the BCA. An appointed CBO is a statutory official/officer by virtue of their role relative to the BCA and exercises discretionary authority related to the administration and enforcement of the BCA and OBC.
- Supports budget development, work planning, human resource management, staff development, change management, performance management; collaborates with internal / external stakeholders to build positive working relationships that are mutually beneficial and in alignment with corporate strategies, plans and priorities.
- Provides leadership to metrics compliance of the Division; Monitors and reviews progress/performance measures relevant to building permits and inspections from a prescriptive and/or performance-based approach, ensuring legislative compliance.
- Works directly with the CBO to establish and maintain effective policies and procedures for the Building Services Division to ensure that employees fulfill their respective functions effectively and efficiently; Reviews, comments and approves Guidelines established by Sectional Supervisors.
- Monitors and interprets legislative changes to the Act, regulations and other applicable law and ensures changes are incorporated into the divisional procedures and processes.
- Maintains and recommends timely amendments to the Building By-law, to ensure consistency with current legislative requirements and the appropriateness of fee schedules.
- Reviews complex technical design proposals by architects, professional engineers and other design professionals; Reviews the findings and recommendations of staff with respect to compliance requirements, and makes determinations of the acceptability of compliance proposals with respect to the objectives and specified regulations within the OBC.
- Makes administrative and enforcement decisions related to permits and inspections on behalf of the CBO (makes decision to abandon permits, cancel permits; coordinates third party review, issuance of Orders, etc.)
- Assists the CBO with agreements binding the Town, including limiting distance and conditional permit agreements; Takes lead, reviews and provides final recommendation to the CBO.
- Leads, reviews and makes final recommendation to the CBO on the approval / denial of alternative solution proposals. Alternative solutions are multi-dimensional engineering solutions based on the objective and functional statements of the OBC and is beyond the normal scope of the prescriptive building code review process.
- Acts as the Divisional representative where disputes emerge concerning the interpretation and enforcement of the Building Code and applicable law; Investigates major issues and complaints and facilitates resolution.

- Ensures that service improvements are integrated into Building Services on an ongoing basis and that communication strategies for key stakeholder groups are positively reinforced.
- Facilitates community efforts related to Building Services matters; Acts as the key Divisional representative at various meetings and hearings, and acts as critical point of contact for matters related to Building Services.
- In Consultation with the CBO, prepares reports to Council, the Corporation and external organizations, including the coordination of appropriate professional opinions, which may be necessary to resolve matters of controversy; Attends Council meetings as required; Provides professional opinions, advice and guidance to council, committees, senior management and other Town departments for matters related to Building Services (municipal building permit processes and applications, construction issues, guidelines, etc).
- Represents the Town at court and tribunals (e.g. Superior Court, Building Code Commission) as required.
- Seeks for resolution to controversial labour relations issues; Conducts performance evaluations and addresses disciplinary issues.
- Oversees municipal addressing and ensures that municipal numbering is appropriately designated in accordance with best practice.
- Performs other related duties as required.

Who You Are

Our Building Services team is looking for an enthusiastic, solutions-driven leader who takes initiative and thrives as part of a high performing team. You are self-motivated, self-starting, and utilize a proactive and collaborative approach to work. You value partnerships. Your excellent communication and interpersonal skills coupled with your experience enables you to establish and maintain positive working relationships across various stakeholder groups. You demonstrate tact, diplomacy and sound discretion when working with a broad range of partners.

A high volume of work does not intimidate you. You are excellent at prioritization, project and time management, and can work under pressure to meet deadlines. You are a problem solver. You love to research and analyze problems: identifying, gathering and processing relevant information to determine possible solutions, evaluate them and make recommendations. You are flexible, comfortable with ambiguity and can shift focus quickly.

What You Bring To Our Team

- Post-secondary (minimum 3 year) degree/diploma in Architecture, Engineering, Architectural Technology, Engineering Technology or other related field.
- Minimum of ten (10) years of progressively responsible work related experience in the administration of building regulations, with minimum five (5) years of experience in a supervisory capacity.
- Qualified Supervisor/Manager pursuant to the OBC and registered with a Building Code Identification Number (BCIN).
- Successful completion of the Ministry of Municipal Affairs and Housing examinations on the BCA, OBC and Powers & Duties of the Chief Building Official.
- Possesses a Certified Building Code Official (CBCO) designation with the Ontario Building Official Association (OBOA).
- Possesses and/or working towards professional designations such as Professional Engineer (P. Eng), Architect (OAA), or other related Professional designations.

- Possesses the full qualification established by the Province of Ontario to administer the Building Code Act and the Ontario Building Code. Excellent ability to read and interpret plans and specifications.
- Possesses all necessary qualifications to act on behalf of the CBO in his/her absence, including successful completion of the Powers & Duties of the Chief Building Official examination administered by the Ministry of Municipal Affairs and Housing.
- In-depth knowledge and understanding of the Building Code Act, the Ontario Building Code and the National Farm Building Code of Canada; General knowledge of the Ontario Fire Code, Occupational Health & Safety Act and other laws and regulations applicable to building and development.
- Excellent Building Code knowledge and experience to deal with highly complex life and fire safety matters; Ability to provide technical advice to professionals such as Architects, Engineers and other design professionals.
- Proven ability to analyze building design proposals and to make technical determinations on the compliance with the objectives of applicable laws; Excellent ability to read and interpret plans and specifications.
- Thorough knowledge of construction standards and methodologies; Comprehensive understanding of project development, building permit and inspection processes.
- Advanced computer skills including in Microsoft Office (e.g. Word, Excel, PowerPoint, Outlook), AMANDA software, Bluebeam Revu, GIS tools, etc.
- Valid Ontario Driver's License – Class 'G'.

What We Offer You

- Salary: \$149,842 - \$170,275 per annum (Band 8)
- A comprehensive benefits program to ensure that your total compensation package addresses both your work and life needs.
- A hybrid work environment and flexible work arrangements where employees are empowered to do their best work in the way that works for them.

We are an Equal Opportunity Employer

At the Town of Whitby, our values guide everything that we do. We celebrate our differences, which is why we are committed to building an inclusive and barrier-free environment for our team. If you need a specific accommodation during the recruitment process, please let us know, and we will be happy to provide. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.

For your safety and the safety of others, if offered a role with the Town, you will be required to submit a completed Vaccination Declaration & Request for Accommodation form with proof of vaccination, if applicable, in accordance with the Town of Whitby's COVID-19 Vaccine Policy.

Vaccination requirements are subject to bona fide medical and/or human rights exemptions, or individual preference exemption. Any request for an exemption will be

reviewed on a case-by-case basis, as per our COVID-19 Vaccine Policy, and would be subject to the Town's accommodation process.

Union Affiliation: No Affiliation

Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m. (thirty-five hours per week).
Additional hours as required.

Location: Whitby, ON