

***The City of Winnipeg is a vibrant and dynamic organization with many opportunities!***

***We offer a diverse and welcoming work environment that delivers quality services to our citizens.***

## **Administrator, Housing Construction Permits and Existing Buildings**

Planning, Property and Development

Posting No: 118065

**Closing Date: June 17, 2019**

Under the general direction of the Manager of Development and Inspections, the Administrator, Housing Construction Permits and Existing Buildings is responsible for the efficient functioning of the permit process for all housing construction-related permits. This includes:

- industry training and pre-permit application communication,
- permit intake,
- developing and monitoring service level agreements for all areas involved in review and application processing such as Zoning, Water & Waste, Public Works, and Waterways,
- the Housing plan examination unit,
- Housing permit issuance,
- Housing inspections,
- the Existing Buildings (By-law 4304) inspections branch and development program.

Additionally, the position acts as the senior official responsible for enforcing the Winnipeg Building By-law and Winnipeg Electrical By-law for all Housing buildings (single family, duplexes, and multi-family buildings without shared exists) in the city. The Administrator has direct authority for all Housing plan examination and inspections as well as the Existing Buildings program responsible for enforcing By-law 4304. This includes Housing plan review and designs for all of the Housing structures built and altered in the City of Winnipeg and the follow-up inspections programs to ensure fire and life safety through compliance with various bylaws, codes and regulations.

The Administrator is responsible for the overall leadership, planning, implementation, evaluation, and improvements within the Branch and directs a variety of disciplines related to building construction including building, electrical, plumbing, and structural.

***As the Administrator, Housing Construction Permits and Existing Buildings you will:***

- Be responsible for strategic management of the Housing Permit Process to improve future operations and achieve long term business goals, strategy and mission of the organization.
- Be responsible for the comprehensive customer experience of the Housing construction permits process, including negotiating service level agreements with other branches, divisions and departments that impact this process and the customer experience.
- Be responsible for overall direction and leadership of the Housing Permits Branch operations to ensure deliverables, goals, and objectives are achieved to fulfill mandates.

- Provide leadership of employees through effective guidance and direction, workforce planning, labour relations, performance management, recruitment/selection, training and health and safety.
- Provide coordination of communication and consistency between Plan Examination and Inspections Units regarding code interpretation, alternative solutions and handoff of permit information to facilitate inspections. Act as the final decision maker for the Branch on a variety of technical issues, including alternative solutions/equivalents.
- Perform coordination of key problem permit and enforcement situations and unusual or complex permits.
- Represent the Division on Housing and legal enforcement issues, developing, evaluating and amending Codes and By-Laws as required. Responsible for administrative and divisional engagement and serves as liaison to politicians, media and the industry.

**Your education and qualifications include:**

- Successful completion of a Bachelor's Degree in Engineering, or Architecture (Master's level preferred), or Specified Scope of Practice Engineer License related to building code or Bachelor's Degree with a strong administration management background. Other combinations of equivalent education, training and experience may be considered.
- Must have nine (9) years construction experience, code and bylaw enforcement.
- Supervisory experience including leading, organizing, and directing operations/workflow and staff; preferably in a unionized environment.
- Experience with strategic planning at a senior level, including managing complex organizational change and determining and setting priorities based on organizational mandates and initiatives.
- Excellent interpersonal skills including the ability to establish and maintain effective working relationships with individuals at all levels of the civic organization, external contacts, and the public with tact and diplomacy
- Strong organizational skills; ability to adapt to unforeseen changes in schedule and interruptions, establish priorities and meet deadlines and deliver results.
- Innovative problem-solver who can generate workable solutions to problems using creativity, reasoning, experiences and information/resources.
- Applied knowledge of new public management principles, alternative service delivery approaches and business and strategic planning processes.
- Demonstrated thorough knowledge, the ability to interpret code enforcement principles and regulations, city by-laws, provincial codes and building plans/specifications.
- Knowledge of all aspects of building, code analysis and design.
- Thorough knowledge of the Manitoba Building Code, Manitoba Plumbing Code, Manitoba Fire Code, Winnipeg Electrical Bylaw, Winnipeg Building Bylaw, Residential Buildings Fire Safety Bylaw, and related standards and regulations.
- Thorough knowledge of methods of building, mechanical, plumbing and electrical construction, maintenance, installation practices, and materials.
- Political acumen with the ability to use sound judgement and keen insight when providing advice to senior leaders, officials and the media on widely diverse, complex and politically sensitive issues.
- Solid business acumen to understand the industry and business/competitive environment within which the organization operates to align strategic business goals, make decisions in

consideration of impact to community and improve overall organizational performance

- Strong communication skills (both verbal and written); able to communicate, facilitate and collaborate with all levels of the organization and with external stakeholders and make formal public presentations.
- Demonstrated ability to lead and work effectively in a team environment.
- Working knowledge of Microsoft Office software including Word, Excel and Outlook.

#### **Conditions of employment:**

- A Police Information check satisfactory to the employer will be required from the successful candidate, at their expense. To obtain a Police Information Check, please visit [www.winnipeg.ca/police](http://www.winnipeg.ca/police).
- Depending on course of study, must be eligible for and maintain membership in applicable association i.e. EGM, MAA, CTTAM.
- Applicant must possess and maintain a valid Class 5 Manitoba Driver's Licence. The successful applicant will be required to provide a vehicle for transportation while on City business, subject to the terms and conditions of the City Transportation Policy.

#### **CORE COMPETENCIES for ALL EMPLOYEES OF THE CITY OF WINNIPEG:**

- Citizen & Customer Focus
- Respecting Diversity
- Ethics and Values
- Integrity and Trust
- Results Oriented

**APPLY ONLINE**, including all documentation listed below:

1. Current resume AND/OR Application Form (**Required**).
2. Cover letter that clearly demonstrates how you meet the required education and qualifications above.

**\*Applications submitted without REQUIRED documentation will not be considered.\***

Applications must be received by **4:30 P.M., June 17, 2019**.

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](#) as part of the recruitment process.

The salary range for this position is \$3,463.83 to \$4,659.26 biweekly (Under Review).

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

***WE SEEK DIVERSITY IN OUR WORKPLACE. INDIGENOUS PERSONS, WOMEN, VISIBLE MINORITIES, AND PERSONS WITH A DISABILITY ARE ENCOURAGED TO SELF-DECLARE.***

**Only candidates selected for interviews will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.**