

***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.***

## **Commercial Inspections Administrator**

Planning, Property and Development Department

Posting No: 116334

**Closing Date: April 24, 2018**

The Commercial Inspections Administrator is responsible for the overall leadership, planning, implementation, evaluation, and improvement of the Division's commercial and industrial buildings inspection programs and building occupancy permit system to ensure life safety through compliance with bylaws, codes and regulations.

**As the *Commercial Inspections Administrator* you will:**

- Be responsible for overall direction and leadership of the Commercial Building Inspection services, encompassing construction methods, bylaw compliance, and correction of dangerous conditions involving electrical, mechanical, plumbing, building, fire and life safety systems.
- Develop and maintain consistent inspection standards and procedures.
- Oversee program and bylaw changes to improve safety, health, and fire protection standards.
- Consult with the building industry to ensure that enforcement regulations and existing programs reflect and meet industry and public needs.
- Sign orders as designated officer on matters related to entire Branch's responsibilities.
- Research, develop and implement new policies, procedures, systems and alternative methods of service delivery which satisfy the current and future needs of neighbourhoods, property owners, business interests and construction codes.
- Participate on professional and construction trades committees for the purposes of evaluating and amending construction codes and regulations.
- Liaise with industry and customer groups to facilitate service improvements and develop new bylaws and recommend amendments to existing bylaws administered by the Development and Inspections Division.
- Coordinate, prepare, and present technical information at various seminars.
- Develop and implement public information programs to educate contractors, tradespeople, architects, engineers and the general public in bylaw and code requirements and procedures.
- As a member of the divisional management team, participate in the overall planning and delivery of Development and Inspection systems and services.
- Provide direction, leadership, expertise and guidance to all Commercial Inspection Branch staff.

- Ensure the Branch enforces all relevant legislation, acts, bylaws, codes, policies and regulations and ensures compliance with appropriate enforcement procedures related to commercial and industrial buildings which may involve litigation.
- Issue orders, enforce bylaws and oversee initiation of legal proceedings in accordance with delegated authority.
- Respond to inquiries from the public and the media pertaining to issues and matters associated with commercial and industrial buildings and enforcement proceedings.
- Assist in the evaluation of buildings and installations, construction materials, fire and life safety systems, techniques and technology to ensure compliance with bylaws and code requirements.
- Be responsible for responding to, evaluating, and initiating appropriate action with respect to emergency situations including those which occur outside normal business hours.

**Your education and qualifications include:**

- Bachelors Degree in Engineering, OR Master Degree in Architecture, OR a Certified Engineering Technologist (CET) with over 10 years experience.
- Demonstrated leadership, managerial, organizational, analytical, and decision making abilities. Ability to convey the Branch's roles as a regulatory agency to affected parties in an appropriate and tactful manner.
- Demonstrated ability to work effectively as a member of a team in a political and public management environment.
- Applied knowledge of new public management principles, alternative service delivery approaches and business and strategic planning processes.
- Strong interpersonal skills include oral and written communication, public presentation and formal reporting capabilities, facilitation, collaboration, and team building skills.
- 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.
- Demonstrated ability to deal firmly and diplomatically with contractors, engineers, architects, building and property owners and others.
- Demonstrated ability to interpret and administer and enforce bylaws and to read building plans and specifications.
- Demonstrated experience in working with human resource management systems including a working knowledge of relevant collective agreements.
- Demonstrated computer proficiency using Outlook, Word, Excel, and other programs utilized by the Department.

**Conditions of employment:**

- 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.

- 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).

**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**).

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

If you do NOT have access to a computer/email, please apply, including all documentation listed above, to: Staffing Branch, HR Services, Main Floor – 510 Main Street, Winnipeg, MB by **4:30 P.M., April 25, 2018**.

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.

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.**