

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.

Manager, Commercial Construction Permits

Planning, Property and Development

Posting No: 117216

Closing Date: November 28, 2018

Under the general direction of the Manager of Development and Inspections, the Manager, Commercial Construction Permits is responsible for the overall leadership, planning, implementation, evaluation, and improvements within the Branch. The Manager directs a variety of disciplines related to building construction including building (architectural), electrical, mechanical, plumbing, structural, and energy (code), and efficient functioning of the permit process for all 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, Heritage, Urban Design, Waterways, and Fire Prevention,
- The commercial plan examination unit,
- Commercial permit issuance
- Commercial inspections
- Occupancy permits when required.

Additionally, the position acts as the senior official responsible for enforcing the Winnipeg Building By-law and Winnipeg Electrical By-law for all commercial buildings in the city. The Manager has direct authority for all commercial plan examination and inspections as well as occupancy permits. This includes commercial plan review and approval of engineering and architectural designs for all of the commercial structures built and altered in the City of Winnipeg and the follow-up inspections programs and building occupancy permit system to ensure fire and life safety through compliance with various bylaws, codes and regulations.

This position is responsible in pursuing activities within the Commercial Branch that align with and fulfill the Division's goals as follows:

1. Ensure safe, healthy, accessible, and energy efficient buildings within the City through the administration and enforcement of building by-laws and property standards.
2. Continue to streamline the building permit application and approval process and improve our ability to provide timely inspection services and proactive by-law enforcement.
3. Continue to improve the comprehensive customer experience, including providing clear information and communication, excellent customer service, and innovative approaches.
4. Enhance the public's awareness of necessary, safety and non-safety-related building project requirements.
5. Pursue financial self-sufficiency.

6. Transparency of actual performance to target.

The Manager serves as the senior technical advisor to the Manager of Development and Inspections and for defending the City's position on commercial building matters before the Winnipeg Building Commission.

As the *Manager, Commercial Construction Permits* you will:

- Be responsible for overall direction and leadership of the commercial permits branch operations to ensure deliverables, goals, and objectives are achieved to fulfill mandates.
- Provide HR and Branch leadership of employees through effective guidance and direction, workforce planning, labour relations, performance management, recruitment/selection, training and health and safety.
- Provide strategic management of the Commercial Permit Process to improve future operations and achieve long term business goals, strategy and mission of the organization.
- Provide Code Interpretation and Coordination / Consistency: Coordination of communication and consistency between Plan Examination and Inspections Units regarding code interpretation, alternative solutions and handoff of permit information to facilitate inspections. Final decision for the Branch on a variety of technical issues, including alternative solutions/equivalents.
- Coordinate key problem permit and enforcement situations and unusual or large and complex permits.
- Represent the Division on commercial 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) and the associated professional designation such as P.Eng and 9 years of relevant experience. Depending on course of study, must be eligible for, and maintain membership in, APEGGM or MAA.; OR must be a Certified Engineering Technologist and have completed 12 years of experience post CET designation.; OR other combinations of equivalent education, training and experience may be considered.
- Comprehensive supervisory experience with emphasis on leadership to 60 staff members in a unionized environment.
- Excellence in organizing and directing operations and workflow.
- 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 in 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 background 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.
- Must possess and maintain a valid Manitoba Class 5 Driver's License.
- 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**).

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., November 28, 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.

The salary range for this position is \$3,801.56 to \$5,120.19 biweekly.

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.