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OPPORTUNITY PROFILE **MANAGER, INSPECTIONS**





the right people

CITY OF RICHMOND | MANAGER, INSPECTIONS

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THE ORGANIZATION

CITY OF RICHMOND

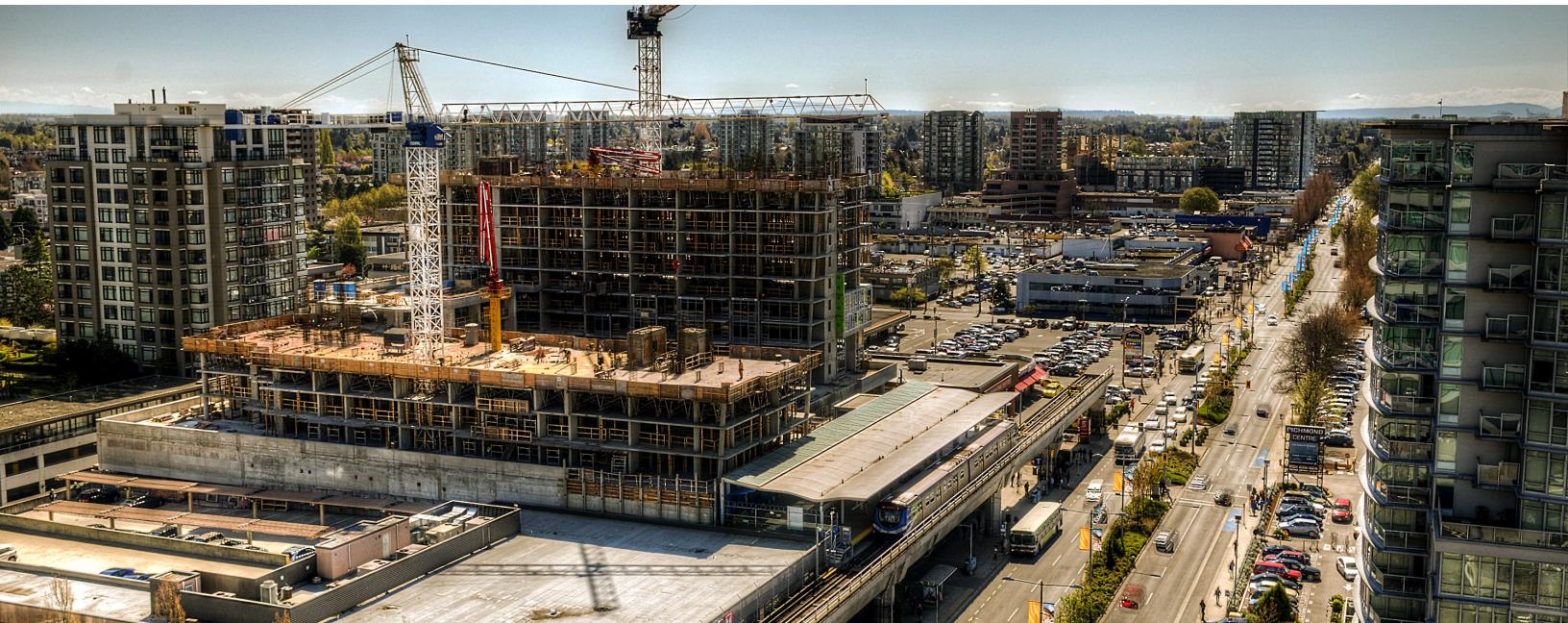
With a population last estimated at 213,891 people, Richmond, BC, is a culturally diverse, growing, and dynamic urban centre with a unique mix of residential and commercial property, agricultural lands, industrial parks, waterways, and natural areas. Situated on the coast where the Fraser River meets the Pacific Ocean, the shores surrounding Richmond create an estuary border which provides a key habitat for fish and for migrating birds on the Pacific Flyway between the Arctic and South America.

Richmond has undergone enormous change over the last several decades, with significant growth occurring in the early 1990's. Today, Richmond is a colourful, thriving, and multi-ethnic community, with much of its recent population growth owed to Asian immigration; people of Chinese or South Asian ancestry now represent more than sixty per cent of Richmond residents. Newcomers have contributed significantly to the growth of the small business and retail sectors, and have added to the diversity and vibrancy of the City of Richmond.

Richmond strives to be to the most appealing, livable, and well-managed community in Canada, and the award-winning city has been the recipient of numerous accolades for management, design, and innovation. Richmond's economy supports over 126,000 jobs in various sectors including services, retailing, tourism, technology industries, light manufacturing, airport services and aviation, agriculture, fishing, and government. In recent years, Richmond has been emerging as a leading centre for high tech industries.

To learn more, please visit the City of Richmond's [website](#).

The Manager, Inspections leads, manages, plans, organizes, directs, and evaluates the activities of professional staff involved in building, plumbing, and gas inspections. This position is responsible for implementing the Zoning Bylaw, BC Building Code, and associated bylaws through the provision of advice and inspections to ensure adequate levels of life safety and property protection in all building construction throughout the City of Richmond. This position reports to the Senior Manager, Building Approvals.



Examples of key work activities include, but are not limited to:

- Implements the Zoning Bylaw, BC Building Code, Building Regulations Bylaw, and other associated bylaws through construction to ensure proper zoning guidelines are followed, and life safety and property protection objectives are achieved;
- Manages the Inspection Group, providing professional support in code interpretation, zoning bylaw regulations, and application; participates in recruitment, scheduling, and task management;
- Participates in supervision, coaching, training, development, and performance management of staff members in the Inspections group; resolves staff issues and concerns;
- Prepares reports to Council and Committees on building issues and other related items;
- Analyzes and formulates legally sound and enforceable decisions regarding building compliance and leading successful prosecutions (e.g. dealing with dormant buildings);
- Identifies opportunities and provides recommendations to improve business operations and practices, including the implementation of departmental-related policies, procedures, and goals;
- Provides a high level of management around technical decision making and problem solving;



- Deals with and resolves public complaints;
- Liaises with Manager, Plan Review to coordinate activities and implement bylaws appropriately; updates Zoning Bylaws as it relates to single-family development; and
- Manages budgets and supervises costs associated to the inspections group.

Reporting Relationships

- This position reports directly to the Senior Manager, Building Approvals
- Direct reports include the Supervisor, Building Inspection and Supervisor, Plumbing and Gas

THE PERSON

Education and Experience

- Completion of a Bachelor's degree in Engineering, Architecture, or another job-related field; supplemented by a minimum of 5 to 10 years in a supervisor role and job-related experience in Building Inspections;
- An equivalent combination of training and experience may be considered. Experience working in a municipal setting is considered an asset.



Knowledge, Skills and Abilities

- Thorough knowledge of practices, procedures, process timelines, and requirements for all types of zoning, bylaws, codes, and other related regulations;
- Sound working knowledge of the Official Community Plan and the City's various bylaws, regulations, policies, practices, and procedures as related to the work performed;
- Ability to provide timely and quality information and services in response to requests and the ability to interpret, explain, and make decisions in alignment with policies, procedures, rules, and regulations;
- Demonstrated skill in performing and facilitating investigations;
- Ability to explain, interpret, and enforce zoning, bylaws, and regulations with tact, sound judgement, and balanced impartiality;

- Ability to establish and maintain effective working relationships with internal and external contacts;
- Demonstrated knowledge of effective leadership and management principles and practices;
- Ability to lead and coach staff to deal effectively and courteously with the public and create effective working relationships;
- Ability to effectively resolve public complaints in a professional and tactful manner;
- Ability to exercise a considerable degree of independent judgement;
- Demonstrated ability to problem-solve;
- Demonstrated skill in group facilitation and conflict resolution;
- Ability to multi-task and adapt to changing priorities and other pressures;
- Proficiency in MS Office, including Word, Excel and Outlook;
- Ability to use REDMS or a similar records management system; and
- Ability to successfully clear a Criminal Record Check for the Financial Sector.



Licences, Certificates, and Registrations

- Valid Class 5 Driver's Licence for the Province of British Columbia;
- Membership, or eligibility for membership, with the Associate of Professional Engineers of BC (APEGBC) and/or the Architectural Institute of BC (AIBC).

Competencies and Personal Characteristics

Leadership - Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Develops and implements a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals and needs, and performs one's job with the broader goals in mind.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit and intent behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/ processes



Effective Working Relationships – Treats staff, colleagues, and customers with respect; resolves conflicts respectfully and in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

Influential and Collaborative – Has an honest, open, and consistent approach to working with others and possesses strong relationship and interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

People Development – Fosters long-term learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

Citizen/Customer Focused – Anticipates, responds, and attends to the needs of colleagues and citizens, and other internal and external stakeholders of the department and organization; keeps the citizen or customer interests in the forefront.

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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