

MANAGER OF BUILDING & COMPLIANCE

(Full Time)

The Municipality of North Cowichan invites applications from candidates with the proven skills, qualifications and abilities for the position of Manager of Building & Compliance within the Development Services Department. Reporting to the Director of Development Services, the Manager of Building & Compliance will oversee the processing of building permits and business licenses, as well as coordinate municipal bylaw compliance and enforcement activities. This position also acts as an administrative liaison and coordinator between the Municipal Hall and North Cowichan's Fire Departments.

The Manager of Building & Compliance supervises and directs the day-to-day work of technical staff within the Building & Compliance Division. The Manager will lead a team that interacts directly with citizens and businesses on a diverse range of issues and provides excellent customer service to multiple internal and external stakeholders within a proactive and solution oriented environment. You are comfortable in situations that may involve conflict and you are able to see the bigger picture. Your strong listening and communication skills enable you to achieve positive outcomes even in situations with high conflict.

Required Skills, Qualifications, and Abilities:

1. Post-secondary education in the building inspection or bylaw compliance fields (preferably both), or an equivalent combination of education, training and experience.
2. Eight (8) years' experience in building inspection and/or bylaw compliance fields with increasing levels of responsibility, with at least five (5) years in a supervisory or management role, preferably in a municipal government environment.
3. Sound knowledge of the concepts, practices and techniques of local government administration.
4. Sound knowledge of the relevant legislation, bylaws, regulations, rules and policies related to building inspection and bylaw compliance.
5. Advanced level technical knowledge including knowledge of the current British Columbia Building Code (BCBC 2012).
6. Training and certification as a Local Assistant Fire Commissioner would be an asset.
7. Problem-solving and decision-making skills to formulate strategies to address frequent and often complex bylaw compliance issues.
8. Superior communication skills, including outstanding oral presentation and report-writing skills, in order to establish and maintain effective working relationships with staff, Senior Management, Council and members of the public.
9. Training and demonstrable skills in conflict resolution and mediation.
10. An ability to read, produce, analyze and interpret statistical data.
11. Knowledge and experience with electronic systems (TEMPEST: Prospero, Calls for Service).
12. Possession and maintenance of a valid Class 5 B.C. Driver's License; a satisfactory current driver's abstract will be required.
13. The position may be physically demanding; candidate must be able to successfully perform all duties associated with the position. A medical certificate attesting to suitability for this position may be required.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. The successful candidate will be required to undergo a criminal record check.

Please submit cover letter and resume detailing relevant work experience and education by **4:30 p.m. on Friday, March 31, 2017**. Please reply to the undersigned, quoting the competition number and position title.

Human Resources Department
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Fax: 250.746.3139

