

CITY OF REVELSTOKE

POSITION DESCRIPTION

The position is an exempt position (outside CUPE Bargaining Unit)

POSITION TITLE: Building Services Manager

DATE: June 2018

POSTING # DS2019-02

I. POSITION PURPOSE STATEMENT

The primary responsibility of the Building Services Manager is to participate in and oversee delivery, management and administration of building inspection and business licensing services. The Building Services Manager is both an active Building Official and responsible for managing and administering all aspects of the City of Revelstoke Building Bylaw, Sign Bylaw, Business Regulation & Licensing Bylaw, and other aspects of City regulations in respect of construction oversight in the community. The position is accountable to and works under the direction of the Director of Development Services and often liaises with Engineering and Public Works staff and Emergency Services staff in ensuring administration of safety and code related bylaws.

The position is accountable for management of the policies, processes, bylaws necessary in order to meet corporate and Council objectives of service delivery for the division. The incumbent will report, inform, and present as required to Senior Management and Council on building and zoning issues and division items. In addition, they will stay current with statutory regulations and best practices, working closely with other City departments, external agencies, the development community, and the public at large.

II. OPERATING ENVIRONMENT

1. Reports to the Director of Development Services.
2. Oversees the work and responsibilities of Building Services staff.
3. Responsible for managing and undertaking expected duties of the position.

III. SPECIFIC DUTIES

- Administers the BC Building Code, Building Bylaw, Sign Bylaw, Business Licensing & Regulation Bylaw, and other associated bylaws in a concise and consistent manner.
- Completes building and plumbing plan reviews, issues permits to contractors and public based on approved plans, and conducts on-site inspections for conformance to the approved plans.

- Provides guidance and technical advice to developers, designers, contractors, and the public to ensure that building development proposals comply with regulations.
- Performs duties as prescribed to the Chief Building Official or Building Official in City regulations, bylaws, and Provincial legislation.
- Reviews and administers business license applications, sign permit applications, food truck and outdoor patio applications.
- Monitors building and development activity within the City to identify actions that are in violation of City regulations.
- Maintains accurate records on all jobs being inspected.
- Responsible for ensuring that the City's building approvals, legislation, policies, and procedures are regularly updated and revised in accordance with changes in senior government legislation, City Council policy, recommended best practices.
- Monitors, develops and improves divisional services, processes, policies, and bylaws as required.
- Develops and presents objectives, policies, and bylaws for approval by Senior Management and Council.
- Instills a culture of customer service for both internal and external stakeholders.
- Works to identify core technical, communication, and personal issues that are root cause of personnel and customer conflict; proposes and gains consensus and commitment on solutions.
- Responsible for the supervision, coaching, training, development, and performance management of divisional staff placements; ensures staff placements are effective and efficient through motivation, mentorship, and direction.
- Manages divisional workload prioritization and recommends strategic direction to Director.
- Generates monthly, quarterly and annual building statistical reports and monitors local construction and development environment to anticipate departmental work volumes.
- Anticipates and considers the City's liability exposure to building inspection and related divisional services.
- Assesses legal and litigation environment as well as industry practices to identify and define process and bylaw changes that can reduce risk to the City in application of the Building Code.
- Attends, prepares reports, and presents at Public Hearings, Council meetings, and Committee meetings as required on building issues and other divisional items.
- Assists in the preparation of the annual budget for the Building Division, including projections and allocations; monitors divisional budget allocation.
- Provides technical advice to other departments on building code and related regulations.
- Liaises with and supports City Planners in the administration of land use, urban design, and other regulations.
- Performs other related duties, as required.

IV. REQUIRED KNOWLEDGE & ATTRIBUTES

1. Personal Attributes

- a. Demonstrated ability to deal tactfully, courteously, and diplomatically with other departments, government, builders, developers, other public officials, and the general public.
- b. Ability to foster a strong team-oriented environment in which respect, trust, open communication and accountability are paramount.
- c. Proven communicator (both verbal and written) and skilled at preparing reports and projects efficiently and effectively.
- d. Ability to juggle multiple priorities effectively, work well under pressure, and maintain a professional and courteous demeanour.
- e. Ability to provide effective supervision while having a strong focus on empowerment of staff.
- f. Demonstrated ability to prepare clear and concise reports and presentations.
- g. Creative problem solving abilities and the ability to exercise independent judgement.
- h. Proven personal judgement, discretion and credibility.

2. Knowledge and Experience

- a. Considerable knowledge of municipal organization, administration, and case law that pertains to municipal development.
- b. Demonstrated knowledge of interpreting Code requirements and establishing and maintaining cooperative relationships with building owners, architects, engineers, solicitors, contractors, public officials, and the general public.
- c. Knowledge and proven experience administering BC Building Code, and regulatory bylaws, including preparation of bylaw amendments, and implementing legal requirements.
- d. Thorough knowledge of the BC Building Code, the Local Government Act, Community Charter, municipal bylaws, construction standards, and regulations related to building construction.
- e. Ability to interpret, explain, and make informed decisions in alignment with policies, procedures, rules, and regulations.
- f. Ability to conduct analysis and prepare written or verbal reports and presentations.
- g. Skilled in the use of Microsoft Office software including Word, Excel, and Outlook.

V. QUALIFICATIONS AND EXPERIENCE

1. Valid membership in the BOABC (Building Officials' Association of British Columbia)
2. Level III Certification from the Building Officials Association of BC
3. Level II Certification from the Plumbing Officials Association of BC

4. Completion of a two-year Diploma in Building or Civil Technology; OR Trade Qualification certification in Carpentry will be considered an asset
5. Minimum 5 years experience in a related municipal role
6. Unrestricted Class 5 BC Drivers License.