



Making a difference...together

Leadership Opportunity

Manager, Building Inspection

Planning & Protective Services – Building Inspection

Competition	19/214
Status	Exempt Management
Salary Range	\$104,380 - \$122,800 annually (2018 rates)
Review of applications begins	4:00pm on November 13, 2019, but the position will remain open until filled.

Make a difference and become a part of the Capital Regional District's vibrant future! Located in one of the world's premier places to live, work and visit, the Capital Regional District (CRD) strives to create liveable, vibrant communities, practice exemplary environmental stewardship and build a prosperous and sustainable economy. We are an outcome driven, high performance organization respected for its commitment to the citizens we service and the services we provide.

Position Purpose

The Manager, Building Inspection is an operational position that provides oversight of the building inspection function ensuring effective and efficient service delivery.

Key Accountabilities / Position Outcomes

- Leads, plans, directs and implements Building Inspection operational programs, activities and budget, ensuring they are carried out in a manner consistent with CRD policies, standards and fiscal responsibility.
- Ensures bylaws, policies, business and operating plans, structures, systems and management practices are in place to effectively support the Building Inspection function.
- Performs building inspection functions for the Division as required generally for files with potentially legal or liable situations and provides support to staff on routine and complex inspections issues and the determination of violations.
- Uses leadership, coaching and management skills to create a highly engaged team of building inspection professionals and administrative staff with the knowledge, skills and abilities to ensure operational goals and objectives are met.
- Liaises with CRD staff, government officials, community leaders, outside agencies, special interest groups and members of the public to provide information on building inspection matters and address concerns.
- Acts to ensure compliance with regulatory and legal requirements while providing expertise to internal and external stakeholders and partners.

Qualifications

- Technical Degree or Diploma in Building inspection, business administration, and ten (10) years building inspection experience with five (5) of it at the supervisory level or equivalent combination of education and experience. Must hold a Building Officials Association of BC Level 3 Certification and hold a valid Building Official Designation.

Role-specific Knowledge, Skills & Abilities

- Strong knowledge of BC Building Codes, Plumbing Code, Local Government Act, National Fire Codes and other related bylaws and regulations.
- Proven ability to provide direction, and leadership to a diverse group of staff and achieve business results.
- Knowledge and experience interpreting and applying various legislations, bylaws and regulations.
- Ability to develop and maintain positive and collaborative relationships with stakeholders, internal departments and members of the community.
- Proven ability to resolve disputes, public complaints and enforcement issues.
- Knowledge of and ability to prepare, analyze and present technical and statistical reports and materials to CRD staff, politicians,

and other stakeholders.

- Ability to develop and manage budgets including providing strong financial oversight ensuring fiscal and program accountability.
- Operational knowledge of WorkSafeBC regulations and the ability to plan and coordinate projects to ensure safety of employees, contractors, and the public.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint) and internet searches.
- Valid BC Driver's License.

Due to the nature of this role, the incumbent is required to undergo a criminal record check.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "Careers".

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.



Appendix – Leadership Profile

CRD Leaders are champions for creating an accountable, high performance, service oriented organization that makes a difference in our community. They pay attention to shifts and trends in an ever-changing and complex environment and think strategically to serve residents, businesses and local governments today while developing a sustainable organization for the future.

Leadership Summary:

Leaders at this level generally manage professional employees and/or supervisors and may manage lower level managers in a diverse work group or broader functional area. They develop and manage operational plans and budgets to achieve operational objectives for their area that are aligned with departmental objectives. Working fairly independently, with occasional supervision from a direct manager, they play a hands-on role in daily operations of the group, using in-depth functional expertise, motivation, and diplomacy to interpret client needs, identify business issues, and resolve complex operational problems.

CRD Leadership Competencies:

While CRD Leaders are accountable to all Leadership Competencies, the following have particular relevance to this position:

Is Accountable for Results

Aligns the people, resources and systems necessary to deliver business results, including:

- Takes personal accountability for actions and outcomes in own area of responsibility
- Delegates appropriately to achieve results
- Empowers others to be accountable by setting clear outcomes, checking-in regularly, and providing mentoring to ensure goals are met
- Celebrates individuals/teams successfully delivering outcomes

Understands the Politics

Uses an understanding of the complexity and nuances of own political arena (internal and external) to gain stakeholder support, including:

- Communicates relevant and timely information and alternatives to help stakeholders make decisions
- Anticipates barriers and motivators for stakeholder support
- Balances the nature of communication between informing and influencing
- Uses an understanding of timing to take the right action at the right moment to gain stakeholder support

****note:** internal stakeholders can include decision makers, those who allocate resources and/or superiors

Thinks Strategically

Thinks strategically when analyzing issues, making decisions and prioritizing actions, including:

- Takes an organizational perspective
- Ensures client and stakeholder interests are considered
- Aligns decisions and actions with the CRD strategic plan
- Assesses social, economic and environmental trends for opportunities and challenges

Models Integrity

Inspires trust by maintaining high personal standards that align with the values and philosophy of the CRD, including:

- Follows through on commitments and communicates progress
- Invites input and displays a genuine interest in the ideas and concerns of others
- Cultivates an open, respectful and transparent work environment
- Demonstrates humility by admitting errors and learning from mistakes

Develops Others

Develops organizational talent by engaging others in learning and growth opportunities, including:

- Uses a variety of formal and informal learning opportunities to get the most out of training and development budgets.
- Assigns challenging work that engages employees and prepares them for future success in the organization
- Supports others' learning by setting clear goals, securing required resources and providing mentoring and coaching
- Assigns high performers to mentor, coach and teach others