

The City of Richmond is committed to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset – *our people*. This is a great opportunity to join our team and shape our community. The City of Richmond offers competitive pay programs, comprehensive benefits and attractive incentives. If you are looking to make a difference, and to share our vision “to be the most appealing, livable, and well-managed community in Canada”, then please apply on our internal careers page.

Overview

The Coordinator, Plumbing & Gas Inspections reports to the Manager of Inspections and leads the coordination of services related to Plan Review, Inspections and Cross Connection Control programmes to ensure compliance with all applicable codes, regulations and bylaws. The position coordinates the day-to-day activity of the Plumbing Officials & Local Gas Safety Officer (Inspection) team, through daily monitoring of processes, providing routine evaluations of service, and recommendations for improving procedures. This is a collaborative role working closely on complex matters with the Manager.

Examples of key responsibilities include, but are not limited to:

- Ensuring Occupational Health and Safety procedures are understood and practiced by the team.
- Ensuring daily team capacity is available to meet service demands and established service levels.
- Providing team and individual guidance to fulfill operating objectives, consistency of services, and fair application of regulatory requirements.
- Assisting technical and administrative staff with complex or problematic inspections and/or processes.
- Reviewing plans and specifications, and provide technical information and assistance to a variety of internal and external contacts, including response to public and contractor inquiries and / or complaints.
- Facilitating discussions and meetings with a variety of stakeholders, including designers, contractors, developers, members of the public, other regulators, and various other city staff and departments.-
- Complex matters are referred to and jointly addressed with the Manager of Inspections.

Knowledge, Skills & Abilities:

- Thorough knowledge of the standards, codes, regulations and bylaws governing the design, installation and operations of regulated plumbing and gas systems.
- Thorough knowledge of the methods, practices and materials used in the construction, repair and alteration of all types of plumbing and gas systems.
- Considerable knowledge of the applicable divisional and departmental policies and procedures.
- Ability to plan, assign, prioritize, and review the work of staff and to select and train staff as required.
- Ability to develop and implement operating procedures.
- Ability to read, understand and interpret plans and supporting documents for building, plumbing and gas systems, and to recognize technical requirements and make changes or corrections as required.
- Ability to enforce regulations and codes tactfully and to maintain effective and positive working relationships with a variety of internal and external contacts.
- Ability to prepare and maintain records, reports and correspondence related to the work.
- Ability to provide an efficient, high level of customer service.
- Ability to resolve disputes and sensitive issues regarding compliance with codes and regulations.
- Skill in the operation of computer applications such as Microsoft Office (Word, Excel, Outlook), enterprise systems (ex. AMANDA) and GIS.
- Ability to use REDMS or a similar document management system.
- Ability to establish and maintain positive and effective working relationships.
- Ability to create crown council reports when required.
- Conduct site inspections to assist staff on complex, unique and challenging situations.
- Experience in bylaw enforcement.

Qualifications and Experience:

- Technical Trade Qualification, Diploma (or similar Applied Science, Technologist or Engineering), or over 8 years of demonstrated technical experience in the field of complex plumbing systems and natural gas systems;
- Certification or eligibility for certification with the Building Officials Association of British Columbia – Scope of Level 2 (Plumbing) qualification.
- Experience working in a municipal and/or service orientated regulatory environment is considered an asset;
- Supervisory experience preferred, or an equivalent combination of training and experience.
- Valid Class 5 Driver's Licence for the Province of British Columbia.
- Certification from the Building Officials Association of British Columbia – L2(P)

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The City of Richmond is an inclusive employer committed to employment equity objectives and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. Should you be contacted and require some form of accommodation during the recruitment process, please let us know and we will endeavour to meet your needs to the best of our ability. If you are unsuccessful, please accept our appreciation for your interest. No telephone inquiries, please.

This position is restricted to those legally entitled to work in Canada.

- Valid Cross Connection Control / Backflow Certificate
- Valid Local Gas Safety Officer Certificate

Working Conditions:

Work is performed in both an office environment and outside during site inspections. Visual effort and mental concentration is required. Frequent light physical effort is required.

Additional Information:

Employee Group	CUPE Local 718
Position Status	Regular Full Time
Pay Band	J19
Pay Range/Rate	\$47.72 - \$56.47
Openings	1
Close Date	October 30, 2020

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