



We love it here and you will too!

COMPETITION No. 21-24E2

OPENS APRIL 7, 2021

CLOSES MAY 2, 2021

SENIOR BUSINESS LICENSING AND BUILDING OFFICIAL

The City of West Kelowna is looking for an experienced individual to lead the Business Licensing team. The City values a diverse workforce and the ideal candidate for this position will bring the skill, passion, and expertise obtained from experience in both Business Licensing and from working in a Building department.

This is a new full-time permanent position where the incumbent will be responsible for developing, and leading the business licensing strategies and department goals. The Senior Business Licensing and Building Official carries out a variety of technical, regulatory, enforcement and administrative functions. These functions include coordinating business license applications/renewals; preparing departmental reports; and interpret bylaws and regulations to the public.

Primary duties of the position will be the day to day operations of Business Licensing along with planning, organizing and coordinating the day-to-day activities of the business licensing staff. The incumbent with their Building certification will also have the opportunity to work on building related projects on an as needed basis.

Our ideal candidate:

- Building Officials Association of B.C. (BOABC) Level III, Plumbing Officials Association of B.C. (POABC) Level I, and Registered Building Official Certification under the Building Officials' Act
- Minimum of 5 years professional field experience in local government directly related to building inspections, business licensing and enforcement of business license oriented bylaws
- Minimum of 2 years working experience in a leadership capacity, preferably in a unionized environment
- Thorough knowledge of the B.C. Building Code, departmental procedures, related City Bylaws and Provincial Acts, standards, and regulations
- Thorough knowledge in interpreting building site conditions and potential geotechnical or flood hazard conditions, and sound knowledge of current and acceptable building practices, methods, materials and equipment used in the building industry
- Thorough knowledge in interpreting construction plans, blueprints and specifications for Code and Bylaw compliance
- Considerable knowledge of overall regulatory and policy approaches, combined with technical and regulatory experience related to property use, compliance, and enforcement options
- Demonstrated ability to coach, support and guide others while enhancing individual and team effectiveness
- Ability to mentor and foster the development of direct reports
- Demonstrated ability to build and maintain effective working relationships
- Demonstrated ability in dealing tactfully and sensitively with the public, elected officials, government agencies, other municipalities and business clients
- Proven conflict resolution
- Extensive knowledge of relevant legislation, bylaws, rules, regulations, policies and procedures applicable to business licensing
- Excellent written and oral communication skills, including well developed report writing
- Exercise considerable independence of judgment in evaluating situations and conformance with bylaws and regulations protecting the safety of others e.g. Business Licensing Bylaw, Building Bylaw
- Exercise courtesy, tact, diplomacy, and persuasion in frequent contact with members of the public and officials of other agencies
- Demonstrated ability to write, revise and review bylaws and regulations
- Proficiency in Vadim and Microsoft office programs, including Word, Excel, PowerPoint and Outlook
- Ability to exercise courtesy, tact and diplomacy in sensitive and/or conflict situations, often in the face of substantial and unwarranted verbal abuse
- Valid Class 5 B.C. Driver's License

PAY \$44.69/HR @ 40HR/WK M-F