

This place, this team, and you: **District of West Vancouver**

PERMITS & INSPECTIONS MANAGER **(Permanent, Full-Time)**

Located on the traditional, ancestral and unceded lands of the Musqueam, Squamish, and Tsleil-Waututh Nations, West Vancouver is a vibrant community on the North Shore and home to parks, beaches, and to sports, recreation and arts amenities. We are seeking employees with a passion for public service who share our commitment to creating a complete, inclusive and livable community. Our dedicated staff deliver services, operate facilities and run the programs that enhance the well-being of our community.

The West Vancouver Permits & Inspections Department is currently seeking a permanent full-time Manager of Permits & Inspections. Reporting to the Senior Manager of Permits, Inspections and Land Development, this position will be responsible for:

- Ensuring that permits are issued in accordance with the Municipal Zoning Bylaw and other related construction bylaws of the District, the BC Building Code, and other applicable statutes, by-laws, policies and regulations;
- Providing management direction to employees by planning, assigning, and supervising work;
- Building and maintaining effective relationships with internal contacts, Council, Design Review Committee and the Board of Variance;
- Handling construction related claims against the Municipality related to the activity of the Department including liaising with MIA, lawyers, and adjusters, and representing the District in associated court activity as required; and
- Participating in other duties and special projects as assigned.

The preferred candidate will possess: thorough knowledge of all parts of the BC Building Code and other statutory requirements pertaining to the building industry; the ability to interpret complex plans and specifications and knowledge of the Local Government Act, Land Title Act, Environmental Regulations and of the fundamentals of good building practice; and the ability to administer and coordinate the operations of the department and provide a high standard of leadership, technical advice and support to staff and other divisions of the District.

The successful candidate is a Registered Building Official (Level 3 certified) with the Building Officials' Association of BC (BOABC) and has completed a Degree or diploma in engineering/architecture and courses in public administration and management plus 5 years of progressive supervisory related experience including several years in local government or an equivalent combination of education and experience. A Class 5 Driver's License valid for the Province of British Columbia and a vehicle are required.

The successful candidate will be required to supply a police information check and a copy of their credentials. The successful candidate is also required to be fully vaccinated against COVID-19 as a condition of hire.

Position Status:	Exempt – Permanent Full-Time
Hours of Work:	35 hours per week (hours and days of work may vary)
Closing Date:	11:59 p.m. on Tuesday, February 14, 2023
To Apply:	Please visit the District of West Vancouver's Career Centre at westvancouver.ca/careers to apply for this position.

We want to thank all applicants, however only those chosen for an interview will be contacted.
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