



Building Official/ Bylaw Manager
Application Deadline: 4:00 pm Monday May 29, 2023

Are you looking for a change from the hustle and bustle of city life? Look no further! The beautiful town of Mackenzie is located in the scenic Northern Rocky Mountain Trench 185 km north of Prince George, Mackenzie offers limitless access to superb four-season outdoor recreation opportunities and an exceptional quality of life. Housing costs are among the most affordable in the province. Residents are involved in community life with numerous service organizations, community clubs and groups, catering to a variety of interests. The local Recreation Centre, with arena, swimming pool, fitness center, community hall and library is viewed as the hub of the community. All these amenities with the safety afforded by small town living makes Mackenzie ideal for young working families.

The District of Mackenzie has a full-time Building Official/ Bylaw Manager position open. The Building Official is governed and regulated by the BC Building Code, Community Charter and the Local Government Act and all administration related to the function of a Building Official and education is overseen by the Building Officials Association of British Columbia. The Building Official is responsible for all administration related to building files, issuing building permits, issuing stop work notices, performing inspections and monthly/annually reporting to other Government agencies. Must possess the ability to read plans and technical drawings. This position also processes business licenses for Mackenzie. They will be responsible for directing staff on matters related to building maintenance such as, regular maintenance on HVAC equipment, plumbing repairs, exterior repairs, weekly inspections and any other task as assigned by the Director of Operations.

This position will also manage the Bylaw department. The position directs and supports the unionized Bylaw Enforcement Officers in the interpretation and enforcement of District Bylaws. The nature of the position requires an individual who can obtain compliance from the public in a tactful manner by employing positive customer service skills, sound judgment and excellent communication skills. The District's Bylaw department also manages animal control violations and animal boarding, dogs at large, dangerous dogs and a variety of other animal bylaw infractions.

In order to qualify for this position, you will have previous management experience in a similar setting. Post-secondary education in a related field is an asset. Required certifications include: Level 1 Plumbing Qualification/Certification, BOABC Certified Building Official (Level 1, 2 or 3 qualification). Level 1 Bylaw is not required but would be an asset. Must have excellent interpersonal skills and be able to tactfully and professionally deal with members of the public and fellow employees. Proficient computer skills and a strong working knowledge of Microsoft Office are necessary. Excellent written and verbal communication skills are required. Knowledge of HVAC systems, plumbing systems and general carpentry would be an asset. Valid class 5 driver's license and criminal record check are required.

This is a full-time position of 37.5 hours per week offering a competitive salary and exceptional benefit coverage. If you feel your knowledge and experience have prepared you for a position such as this, please submit your resume and covering letter detailing your work experience, education, and qualifications to:

District of Mackenzie
Bag 340 – 1 Mackenzie Blvd.
Mackenzie, BC, V0J 2C0
Attention: Kaleena Wilson, Human Resources Coordinator
Email: kaleena@districtofmackenzie.ca

The District thanks all interested applicants in advance, however only those short-listed will be contacted.