

the right people

## CITY OF PORT COQUITLAM | BUILDING OFFICIAL III

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## THE ORGANIZATION

## CITY OF PORT COQUITLAM

Port Coquitlam is a community of 61,000 with a strategic location in Metro Vancouver, a healthy base of businesses, new commercial and industrial areas, 271 hectares of parkland including the 25-km Traboulay PoCo Trail, well-established neighbourhoods, and a strong sense of community spirit known as PoCo Pride. It also has a reputation for progressive governance and for its innovative approaches to managing waste, sustainable development and using technology to engage the community.

Since it was incorporated on March 7, 1913, Port Coquitlam has experienced significant growth and has remained relevant during changing times. At the same time, the City has retained its authentic historic downtown core and a tradition of community involvement. The City has effectively balanced social, environmental, and economic values while fulfilling citizen priorities.

### Vision and Mission

Council has selected the three priorities to guide the City's budget and service-delivery, based on community feedback received throughout the year and through the annual budget survey and other public consultation.

These priorities will translate into budgeted activities with tangible results, organized into six key focus areas.

Overall, the focus is on getting the basics right – planning and providing core municipal services (such as roads, utilities and other infrastructure, safety, and recreation) that matter to residents and businesses.

These are the building blocks for a safe, family-friendly community with affordable places to live at all stages of life, good-paying jobs, thriving businesses, and desired amenities and services.

To learn more, please visit the City of Port Coquitlam's [website](#).



The City of Port Coquitlam's Development Services Department is looking for a seasoned professional in the role of Building Official III. The successful incumbent to this position provides technical information and assistance to property owners, contractors, engineers, architects and other municipal staff on matters related to the work. This is regulatory and enforcement work of a highly technical nature as described under the Building Act for a Level 3 Building Official involving plan reviewing, monitoring and inspection for buildings and structures to ensure compliance with applicable Acts, codes, standards, bylaws and regulations.



### Nature and Scope of Work

- This is regulatory and enforcement work of a highly technical nature as described under the Building Act for a Level 3 Building Official involving plan reviewing, monitoring and inspection for all types of buildings and structures to ensure compliance with applicable Acts, codes, standards, bylaws and regulations.
- An incumbent of this class also provides technical advice, interpretations and explanations to owners, contractors, architects, engineers and City staff on matters related to the work.
- Considerable independence of judgment in evaluating situations and conformity with codes, standards, regulations and bylaws is required. The work of this class is distinguished from that of the Building Official 2 by the greater complexity and variety of assignments, independent judgement and action exercised.

### Illustrative Examples of Work

- Reviews plans and other documentation accompanying applications for permits to construct, or alter all types of buildings and structures to ensure compliance with applicable codes, Acts, by-laws, standards and regulations,
- Monitors and inspects all types of buildings and structures at various stages of completion to ensure compliance with applicable codes, Acts, by-laws, standards and regulations,
- Coordinates the processing of applications through relevant City departments. Compiles documentation, recommends and issues a variety of permits,





- Reviews and evaluates reports submitted by designers or registered professionals,
- Determines the appropriate level of compliance for existing buildings being altered, added to or having a change of use,
- Provides assistance, advice, interpretation and information to property owners, contractors, engineers, architects and other municipal staff on matters related to the work and; works with these individuals to ensure compliance,
- Responds to counter and telephone inquiries regarding bylaws, building codes, inspection requests; provides responsive and consistent customer service to external and internal clients,
- Prepares and presents evidence in court as required,
- Maintains and updates records, codes, regulations and guidelines related to the work,
- Prepares reports and correspondence,
- Provides orientation, guidance and training to other Building Officials,
- Represents the Building Division on interdepartmental project teams dealing with all manner of corporate issues,
- Performs related work as required.



## THE PERSON

The Building Official III should be a collaborative professional who is experienced with the complexities of a permitting and inspection department, preferably in a municipal context. Possessing an inclusive and solution-oriented style, they build engagement with staff at all levels by creating a true team environment, leveraging the considerable expertise and strength that exists across the City. The Building Official III should possess sufficient technical competence and interpersonal skills to assist staff and stakeholders in arriving at win-win solutions to complex decisions and challenging issues.



### Required Knowledge, Abilities, and Skills

- Extensive knowledge of building codes, by-laws, acts, standards and regulations as relevant for a level 3 building official,
- Thorough knowledge of the policies and procedures governing the work performed,
- Ability to review and interpret plans and specifications and to recognize technical requirements for building construction,
- Ability to establish and maintain effective working relationships with a variety of external and internal contacts
- Ability to interpret and enforce regulations accurately and impartially;





- Ability to provide clear, concise interpretation of the BC Building Code to others,
- Ability to exercise sound judgment,
- Ability to provide exceptional customer service to internal and external clients,
- Ability to prepare and present evidence in court as required,
- Ability to prepare clear and concise reports and correspondence and to maintain records related to the work,
- Ability to work with minimal supervision and exercise considerable independence and initiative in the execution of duties,
- Ability to provide guidance and support to Building Officials.

### Desirable Training and Experience

- Graduation from a post-secondary institution with a diploma in Building Technology or possession of a trade certificate in carpentry issued under the under the Inter-provincial Red Seal program,
- Minimum one year of experience as a Building Official Level 2.

### Required Licences, Certificates and Registrations

- Driver's Licence for the Province of British Columbia – Class 5,
- Registered member of the Building Officials Association of BC Level III as per the Building Act.



## Competencies and Personal Characteristics

**Leadership** - Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

**Accountable** – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

**Strategic** – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals.

**Integrity and Honesty** – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

**Influential and Collaborative** – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

**Political Acumen** – Understands the power structures, motivations, and influences at play in the municipal decision-making process as well as the implications of these decisions at policymaking and public levels.

**Effective Working Relationships** – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

**Communication** – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

**People Development** – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

**Resident Focused** – Anticipates and attends to the needs of stakeholders of the organization; keeps resident interests in the forefront.





## COMPENSATION

A base salary of \$86,000-\$98,500 (2022 rate, due for a retroactive increase), and excellent benefits.

## FOR INFORMATION PLEASE CONTACT:

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