



OPPORTUNITY PROFILE

Manager of Building and Bylaw Services

(full-time permanent)

ABOUT SUN PEAKS MOUNTAIN RESORT MUNICIPALITY

Sun Peaks Mountain Resort Municipality is a vibrant year-round, growing mountain tourism community boasting world class skiing, mountain biking, skating rink, hiking and golf and a core tourist village with some 850 hotel beds. Sun Peaks has a population of 1,500 year-round residents, and hosts on average 3,000 to 5,000 winter visitors and residents and some 1,000 to 3,000 daily summer visitors.

At a base elevation of 1,255m the unique European inspired walkable village is located 45 minutes from Kamloops in British Columbia's interior. The community has a unique ski-in/ski-out public school, medical centre, and numerous recreational facilities.

THE OPPORTUNITY

Sun Peaks Mountain Resort Municipality is seeking applications to fill a permanent, full-time Manager of Building and Bylaw Services position in Sun Peaks. This is a new position to support ongoing demand for building inspection services in Sun Peaks and oversight of bylaw services.

Temporarily reporting to the CAO, the Manager of Building and Bylaw Services oversees the daily administration and operation of Building Services and is responsible for inspections of new and existing structures and building systems. This work entails interpretation of bylaws and acts, the issuance of building permits and stop work orders if required, inspecting building construction and other installations during progress and on completion, examining plans and permit applications for compliance with standards and regulations, and providing information and assistance to the public on a variety of matters related to the work. This position supervises, directs and works closely with the bylaw enforcement officers. This position also acts as the Municipality's Business License Inspector.

The work is performed with minimum supervision. Knowledge of the BC Building and Plumbing Codes and applicable municipal bylaws, standards and regulations is required.

Areas of Responsibility:

- Review, assess and enforce compliance with building bylaws, codes, statutes and regulations pertaining to building safety and regulatory standards of the BC building code
- Conduct field inspections

- Responsible for plan reviews and permit issuance, approving and/or rejecting inspected work, answering technical questions and inquiries, preparing correspondence and inspection reports, respond to complaints, and advising building tradesmen on best practices and procedures
- Process Building Information Requests
- Maintain building inspection records
- Directs Bylaw Enforcement Officers to review bylaws and ensure that they are up to date, enforcement of the bylaws, and address community complaints as needed
- Determines staffing, equipment and budgetary requirements of the department
- Provides the CAO and Council with reports, professional advice and recommendations as needed

JOB REQUIREMENTS

Required Skills and Abilities:

To be considered for this opportunity, please be advised:

- The preferred candidate will possess Level 3 qualifications from the Building Officials Association of BC (BOABC), Level 1 Plumbing Qualifications and a minimum of 5 years work experience in a local government environment
- Must be a self-starter who demonstrates initiative in the performance of duties
- Demonstrated leadership and relationship building skills
- Must be able to direct staff and assign work schedules and other duties
- Must have sound knowledge of residential and commercial construction
- Must have sound knowledge of the BC Building Code
- Ability to exercise sound judgement
- Ability to exercise courtesy and tact in dealing with the general public
- Knowledge of municipal bylaws and regulations and local government bylaw enforcement

Applicants must also possess:

- Proficiency in operating computers and Microsoft Office software
- Customer service ethic and aptitude as well as good verbal and written communication skills
- Ability to demonstrate a considerable degree of professional judgment when evaluating conformity with codes and regulations and interacting with customers
- Valid Class 5 BC Driver's License
- Satisfactory criminal record check

Compensation: the salary range for this position is between \$85,000 - \$100,000 per year (depending on experience).

Benefits: The Municipality offers a comprehensive compensation package that includes enrollment in the Municipal Pension Plan, health & wellness allowance, annual ski pass, extended health and dental benefits as well as vacation and sick leave benefits.

Compressed work week schedule is also available.

APPLICATIONS

Resumes with a cover letter outlining your interest and relevant experience can be submitted to:

Deanna Campbell, Chief Administrative Officer

cao@sunpeaks municipality.ca

Deadline: Open until filled