

## Director, Building Permits (Chief Building Official) Regular Full Time Excluded

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

### About You / What We Are Looking For

Are you a visionary leader in the municipal or building construction sector? Do you thrive on innovation and excellence in building safety and efficiency? The City of Coquitlam is seeking a dynamic and forward-thinking Director of Building Permits / Chief Building Official to join our Planning and Development team.

As the Director of Building Permits / Chief Building Official, you will lead a dedicated team responsible for ensuring the safety, compliance, and energy efficiency of all residential and commercial developments within the City. You will oversee projects with a combined construction value of over a billion dollars, ensuring they align with the BC Building Code, Official Community Plan, and Zoning Bylaw.

### Key Responsibilities

- Direct the Building Division, ensuring effective administration of the BC Building Code, Building Bylaw, and other associated bylaws and policies through plan reviews and inspections.
- Oversee the issuance of building permits, licenses, and certificates of occupancy, ensuring efficient, timely and accurate processing with a customer-oriented approach while providing expert advice to applicants and partners.
- Provide high-level strategic advice to senior management and elected officials. Develop and manage the division's budget and lead objectives to enhance operational effectiveness.
- Guide and mentor a team of plans reviewers, building officials, inspectors, and support staff, fostering professional growth and enhancing performance. Foster a culture of continual improvement and exceptional customer service.
- Drive continuous improvement and modernization efforts, including upgrading technology and implementing digital transformation to optimize permitting and inspection practices and enhance efficiency.
- Collaborate with developers and the construction sector to minimize impacts on residents, adhering to the City's Good Neighbourhood Development policy.
- Implement best-in-class practices to improve overall customer experience and ensure efficient processing of building applications.

### Minimum Qualifications

To qualify for this position, candidates must possess a degree in architecture, engineering, construction management, or a relevant combination of education and experience. Additionally, a Level III certification with the Building Officials Association of BC (BOABC) is required. A Professional Engineering or Architecture registration is preferred. Applicants under consideration will have a minimum of 10 years of experience in a related field.



Demonstrated experience in forward-thinking leadership, strategic planning, and excellent communication skills. Proficiency in modernizing processes and leveraging technology to enhance efficiency.

#### **What We Offer**

This excluded position has an annual salary range of \$192,026 - \$207,695. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in a flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

#### **Accessibility / Equal Opportunity Employer**

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on LinkedIn to learn more about how #YouCouldWorkHere too!

Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers). *The posting will remain open until filled.*

We thank all applicants for their interest; however, only those selected for an interview will be contacted.