

# Manager Building Inspection

**Req ID:** 960

**Rate of Pay:** \$123,289.94 - \$145,046.85 yearly

**Hours of Work:** 70 hours bi-weekly

## Position Purpose

This is an operational position that provides oversight of the building inspection function ensuring effective and efficient service delivery.

## Key Accountabilities/Position Outcomes

- Leads, plans, directs and implements Building Inspection operational programs, activities and budget, ensuring they are carried out in a manner consistent with CRD policies, standards and fiscal responsibility.
- Ensures bylaws, policies, business and operating plans, structures, systems and management practices are in place to effectively support the Building Inspection function.
- Performs building inspection functions for the Division as required generally for files with potentially legal or liable situations and provides support to staff on routine and complex inspections issues and the determination of violations.
- Uses leadership, coaching and management skills to create a highly engaged team of building inspection professionals and administrative staff with the knowledge, skills and abilities to ensure operational goals and objectives are met.
- Liaises with CRD staff, elected officials, government officials, community leaders, outside agencies, special interest groups and members of the public to provide information on building inspection matters and address concerns.
- Acts to ensure compliance with regulatory and legal requirements while providing expertise to internal and external stakeholders and partners.

## Qualifications

- A minimum of 10 years' directly related experience
- A minimum of 5 years' supervisory experience
- An equivalent combination of education and experience
- Diploma in a related discipline

## Certifications

Building Officials Association of BC Level 3 Certification

Registered Building Official designation

Acceptable criminal record check. The applicant/incumbent is required to undergo a criminal record check to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment.

Valid BC Driver's Licence

### **Role Specific Knowledge, Skills, and Abilities**

- Strong knowledge of BC Building Codes, Plumbing Code, Local Government Act, National Fire Codes and other related bylaws and regulations.
- Proven ability to provide direction, and leadership to a diverse group of staff and achieve business results.
- Knowledge and experience interpreting and applying various legislations, bylaws and regulations.
- Ability to develop and maintain positive and collaborative relationships with stakeholders, internal departments and members of the community.
- Proven ability to resolve disputes, public complaints and enforcement issues.
- Knowledge of and ability to prepare, analyze and present technical and statistical reports and materials to CRD staff, politicians, and other stakeholders.
- Ability to develop and manage budgets including providing strong financial oversight ensuring fiscal and program accountability.
- Operational knowledge of WorkSafeBC regulations and the ability to plan and coordinate projects to ensure safety of employees, contractors, and the public.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint) and internet searches.

### **Leadership Profile**

CRD Leaders are champions for creating an accountable, high performance, service oriented organization that makes a difference in our community. They pay attention to shifts and trends in an ever-changing and complex environment and think strategically to serve residents, businesses and local governments today while developing a sustainable organization for the future. The following is a leadership summary for this position.

Leadership Level 3 (L3)

Leaders at this level generally manage professional employees and/or supervisors and may manage lower level managers in a diverse work group or broader functional area. They develop and manage operational plans and budgets to achieve operational objectives for their area that are aligned with departmental objectives. Working fairly independently, with occasional supervision from a direct manager, they play a hands-on role in daily operations of the group, using in-depth functional expertise, motivation, and diplomacy to interpret client needs, identify business issues, and resolve complex operational problems.

While CRD Leaders are accountable to all Leadership Competencies, the competencies listed below have particular relevance to this position. [Click here](#) for a complete definition of our Leadership Levels and Competencies.

## **Leadership Competencies**

Thinks Strategically

Develops Others

Models Integrity

Is Accountable for Results

Understands the Politics

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## **APPLICATIONS**

Closing Date: This position will remain open until filled.

To apply for this exciting opportunity, please go to <https://www.crd.bc.ca/> and click on Careers to submit your resume and covering letter online. We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

*The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.*

