

Manager, Building Review Programs

Competition #2024-384 | Regular Full Time

Planning and Development | Plan Checking | City Hall



As the third largest City in British Columbia, the City of Burnaby is committed to creating and sustaining the best quality of life for our entire community. As a City, we provide facilities and services that support a safe, connected, inclusive, healthy and dynamic community. With this in mind, comes great responsibility – we seek likeminded individuals who are passionate about the community, work with integrity and respect, and are innovative when it comes to the work and services Burnaby provides to our citizens.

Reporting to the Assistant Chief Building Inspector (ACBI), the Manager, Building Review Programs is responsible for a team of technical and clerical staff. The Manager plans, assigns, supervises, and reviews the work, monitors workflow, and provides technical clarification and interpretation of Part 3 and Part 9 of the B.C. Building Code, and a wide variety of bylaws and other industry construction standards. The incumbent coordinates the activities of the building permit and occupancy process for a wide variety of residential and commercial projects; and acts as a technical resource to the Fire and Building Departments related to building regulations. The incumbent acts as the departmental contact for developers, contractors, professionals and city departments on various projects and works with staff and management to foster and implement continuous process improvements to the Development Approval Process (DAP); represents the department at various meetings and internal and external committees. Performs related work as required.

Qualifications include a diploma in Building Technology supplemented by courses in mechanical and fire protection systems, and certification as a Registered Building Official by the Building Officials' Association of British Columbia (BOABC) plus considerable supervisory and related experience or an equivalent combination of education, training and experience. This role requires thorough knowledge of engineering design and construction principles and standards; provincial legislation such as the BC Building Code and referenced standards; and City bylaws, policies, practices, and standards. The Manager, Building Review programs will have the ability participate in developing improvements to the Development Approval Process (DAP); establish and maintain effective working relationships with a wide variety of internal and external contacts and represent the Department in various meetings and committees and negotiate with developers, consultants, and contractors on behalf of the City. Furthermore, be organized, time driven and work collaboratively with internal and external stakeholders; resolve technical issues and enforce codes, regulations and bylaws with tact, diplomacy and sound judgement. A Driver's Licence for the Province of British Columbia is required.

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Annual Salary	\$120,257	\$125,590	\$130,886	\$136,182	\$141,478

The closing date for this competition will remain open until this position is filled.

Copies of relevant professional certificates or degrees will be required at the time of the interview.

At the City of Burnaby, we are committed to fostering an inclusive and diverse workforce that authentically mirrors the vibrant community we proudly serve. We consistently embrace diversity and endeavor to build an inclusive workforce that celebrates the richness of our community. We warmly welcome applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to join us in shaping a more vibrant and equitable future together.

Please contact People and Culture at 604-294-7303 if you do not receive a confirmation email within one hour of submitting your application online.

We thank all candidates for applying, but only those short listed will be contacted.

Reference: 50010714

