



BUILD A CITY. BUILD A FUTURE.



COMPLEX BUILDING PERMIT APPROVALS MANAGER

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.

Build a City. Build a Future at the City of Surrey.

SCOPE

Reporting to the Manager Complex Building Permit Services, you will lead, manage, and coordinate the work of the Certified Professional & Public Interest Team and the New Complex Buildings Team within the Complex Building Permit Approvals Section. The work will include assignment of work activities, monitoring and ensuring success of key performance indicators, mentor and develop staff, seek and implement process improvements, and ensure good service delivery for building permit approvals. In this role, you will also provide technical advice and support to ensure compliance with provincial construction regulations and local bylaws related to the construction, design, use and occupancy of developments.

EMPLOYMENT STATUS

Exempt - Regular Full-Time

RESPONSIBILITIES

As the manager, you will be responsible for:

- Leading, training, coaching, and mentoring team members, including Building Engineers, within the Certified Professional & Public Interest team and the New Complex Buildings Team.
- Consulting with staff of the Building Division and other departments as necessary regarding specific applications.
- Ensuring a coordinated review approach is structured between internal departments and outside agencies with regard to the building permit approval process.
- Track, monitor and achieve key performance indicators to ensure quality service delivery for building permit approvals.
- Identify and implement client service enhancement initiatives such as but not limited to digital application intake and review, improved on-line service delivery and overall quality service standards.

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QUALIFICATIONS

- Completion of a university degree or diploma in a related discipline
- A professional designation as a Professional Engineer, Registered Architect, or Registered Building Official.
- Minimum 8 years of experience working in the building construction regulatory industry and/or building construction industry.
- Preferably has some supervisory experience, preferably in a unionized workforce.
- Extensive knowledge of provincial building construction legislation and regulations including the Building Act, Professional Governance Act, BC Building Code, the BC Fire Code and other related standards and regulations.
- Extensive knowledge of building construction materials and methods, engineering principles, and their relationship to code enforcement.

OTHER INFORMATION

- Number of Job Openings: 1
- Pay Grade: M3
- Annual Rate: \$130,501-\$153,530

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