



MANAGER BUILDING PERMIT INSPECTION SERVICES (PLANNING & DEVELOPMENT)

Regular Full-Time Exempt

About Us

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

The City of Coquitlam is seeking an experienced, collaborative, and service-oriented leader to join our Planning & Development Department as the Manager Building Permit Inspection Services. This is an exciting opportunity for a highly skilled building official or construction regulatory professional who thrives in a fast-paced municipal environment and is passionate about delivering exceptional public service while supporting safe, compliant, and innovative development within one of BC's fastest growing communities.

Reporting to the Manager Building Permits, this role oversees the day-to-day operations of the Building Inspections Section and provides leadership to a high-performing team of Building Officials and inspection support staff. The successful candidate will bring a strong combination of technical building code expertise, operational leadership, customer service, and sound judgement in managing complex regulatory and compliance matters.

This role is ideal for a leader who enjoys balancing technical problem solving with relationship management and team development. You will work closely with internal departments, external stakeholders, contractors, consultants, architects, engineers, and property owners to support the successful delivery of a broad range of development and construction projects throughout the City.

As Coquitlam continues to grow, this role will also play an important part in supporting operational modernization initiatives, continuous improvement efforts, evolving regulatory requirements, and the implementation of new technologies and service delivery tools within the Building Permits Division.

Main Responsibilities

- Lead and oversee the daily operations of the Building Inspections Section, including assigning and managing the work of Building Officials and inspection support staff.
- Provide leadership, coaching, mentoring, and technical guidance to staff engaged in inspection and regulatory work.
- Support a high-performing inspections team by fostering collaboration, accountability, continuous learning, and strong customer service delivery.
- Ensure the consistent application and interpretation of the BC Building Code, provincial construction regulations, municipal bylaws, policies, and procedures.
- Assist staff with complex technical matters, compliance issues, escalated inspections, and regulatory interpretation.
- Track, monitor, and analyze operational KPIs and inspection metrics to support service delivery standards and organizational priorities.
- Identify operational improvement opportunities and support the implementation of process enhancements, policy updates, and technology initiatives.
- Collaborate with divisional leadership on evolving service delivery models, including ongoing implementation and optimization of digital permitting and inspection systems.
- Engage with property owners, contractors, tradespersons, engineers, architects, and other stakeholders to resolve escalated issues, provide regulatory guidance, and support project advancement where possible.
- Support recruitment, training, performance management, succession planning, and staff development initiatives within the inspections team.
- Maintain strong working relationships across departments including Planning & Development, Engineering & Public Works, and other internal stakeholders.

- Participate as a member of the division leadership team, contributing to strategic initiatives, operational planning, and continuous improvement efforts.
- Prepare reports, documentation, correspondence, and evidence related to regulatory matters, investigations, and enforcement activities as required.
- Participate in emergency response, public safety inspections, disaster response coordination, and related activities as required.

Minimum Qualifications

- Completion of a diploma in Building or Architectural Technology, or Red Seal Endorsement in a building construction trade.
- Minimum eight (8) years of progressively responsible experience within a building construction regulatory environment as a Building Official.
- Qualified Building Official Level 3 under the Building Act and Registered Building Official designation under the Building Officials' Association Act; or exempt status under the Building Act as a Professional Engineer or Registered Architect.
- Demonstrated leadership experience overseeing technical or operational teams within a municipal or regulatory environment.
- In-depth knowledge of the BC Building Code, municipal bylaws, construction regulations, standards, and inspection practices.
- Strong understanding of construction methods, building systems, and regulatory compliance processes.
- Excellent interpersonal, communication, conflict resolution, and customer service skills.
- Ability to interpret complex regulations, assess technical issues, and make sound, defensible decisions in a fast-paced environment.
- Valid Class 5 Driver's License for the Province of British Columbia.

Preferred Qualifications

- Experience leading high-performing technical inspection or regulatory teams in a municipal environment.
- Experience implementing operational improvements, business process enhancements, or digital modernization initiatives.
- Experience monitoring and analyzing operational KPIs, inspection metrics, and service delivery performance.
- Strong understanding of regulatory interpretation, enforcement processes, and complex compliance matters.
- Experience supporting staff development, succession planning, coaching, and training initiatives.
- Knowledge of evolving provincial regulatory requirements and emerging trends within building inspection and permitting services.

The ideal candidate will be a collaborative and solutions-oriented leader with a strong technical foundation and a commitment to service excellence. They will bring excellent judgement, professionalism, and the ability to navigate complex and sometimes sensitive situations with tact and diplomacy. This individual will excel at building relationships, mentoring staff, and fostering a positive, accountable, and customer-focused team culture. Success in this role will require a balance of operational leadership, technical expertise, adaptability, and the ability to support both organizational priorities and community growth.

Why Work With Us

- Join one of BC's Top Employers and a municipality recognized for its strong organizational culture and collaborative work environment.
- Lead a highly experienced, cohesive, and high-performing inspections team within a growing and dynamic community.
- Work on a diverse range of complex and impactful development projects across one of Metro Vancouver's fastest growing cities.
- Play a key leadership role in shaping operational improvements, service delivery enhancements, and modernization initiatives within Building Permits.
- Benefit from strong organizational support for leadership development, learning opportunities, and professional growth.
- Work alongside approachable and engaged leaders committed to innovation, collaboration, and continuous improvement.



- Contribute meaningfully to public safety, community development, and the long-term growth of the City of Coquitlam.
- Enjoy a workplace culture that values teamwork, accountability, respect, and employee wellbeing.

What We Offer:

This excluded position has an annual salary range of \$126,625 - \$142,435 (2025 Rates). 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 an earned day off/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 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 and submit an acceptable police information check.

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 by 11:55 pm on June 10, 2026.

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