NOW HIRING

CITY OF PORT ALBERNI

# MANAGER OF BUILDING SERVICES

*The City of Port Alberni is a community of over 19,000 people. Located centrally on Vancouver Island, we are a well-serviced and growing municipality that offers residents affordable west coast living, as well as proximity to oceans, lakes, rivers and mountains.*

The City of Port Alberni is currently looking for a **Manager of Building Services** to join a progressive and dynamic organization that provides a full range of programs and services to taxpayers. This position will report to the Director of Development Services.

**Responsibilities:**

This position is responsible for specialized technical and supervisory work including:

- Overseeing and directing the work and operations of Building Department staff
- Managing the City's building permit, plumbing permit, plan-review, inspection and occupancy-approval functions
- Reviewing and approving permit applications including complex Part 3 buildings
- Undertaking the inspection of all types of building construction, repair and alteration, checking of plans, processing of permit applications and inspection of plumbing, sewer and foundation drainage installations for compliance to applicable regulations, bylaws and requirements
- Liaising with builders and developers regarding the City's processes
- Assisting in the development of annual department operating budgets
- Providing information and advice to the Director of Development Services, CAO, other City departments, City Council, developers and the general public on policies, regulations and procedures

**Qualifications & Experience:**

- Current Building Officials Association of BC Level 3 Certificate, current Plumbing Officials Association of BC Level 1 Certificate, and Trades Certificate of Qualification in Carpentry or a diploma in Civil and Structural Engineering Technology, Architecture or a related discipline
- A minimum of eight years' related experience, including experience in building construction, municipal building and plumbing inspection, and supervision
- An equivalent combination of education and experience may be considered
- Extensive knowledge of the current BC Building Code, BC Plumbing Code, local government statutes, regulations, bylaws and permit processes, and understanding of building permit, plumbing permit, plans examination, inspection, occupancy and enforcement processes
- Ability to effectively lead a team of City staff and manage competing operational priorities
- Strong interpersonal, communication and leadership skills, and the ability and desire to work in a collaborative manner
- Current membership, or eligibility for membership in the Building Officials Association of BC and the Plumbing Inspectors Association of BC
- Valid BC Class 5 driver's license

*This is an exempt position, with a salary range of $113,004 - $129,667, a comprehensive benefits package and a flex day work schedule. Qualified individuals may apply by submitting a resume and cover letter by 4:30 pm on October 26, 2026:*

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

***We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.***

www.portalberni.ca