

CITY OF COLWOOD

JOB DESCRIPTION

TITLE: **Manager of Building Inspection and Bylaw Services**

DEPARTMENT: **Building and Bylaw Services**

Updated: March 2017

GENERAL ACCOUNTABILITY

Reporting temporarily to the Chief Administrative Officer, the Manager of Building Inspection and Bylaw Services is responsible for planning, organizing, coordinating and directing the daily operation of Building Inspection and Bylaw Services, including supervising employees engaged in these functions. The work involves planning and coordinating the annual work program and budget, assisting in the development of long-term corporate plans, and ensuring that building construction in Colwood meet the health and safety requirement of the British Columbia Building Code, providing the occupants with a safe environment in which to live, work, and play, and equitable bylaw enforcement throughout the community. This position is also responsible for providing advice and preparing reports for Council and making recommendations for amendments to bylaws, policies and procedures.

This position is often involved in complex and highly sensitive decisions that are the subject of Council, community and media attention.

NATURE AND SCOPE OF WORK

As a member of an integrated team approach to Building Inspection and Bylaw Services, the Manager provides advice, guidance and direction and develops and implements administrative and regulatory procedures and policies to ensure effective building, bylaw and regulatory services.

The Manager is responsible for the supervision of subordinate staff including Bylaw Officers, Building Inspectors and administrative staff.

Management responsibilities include planning, assigning, monitoring and evaluating the work of Building Inspection and Bylaw Services Staff.

The Manager provides information, advice and recommendations to Council with respect to municipal bylaws and regulations and attends meetings of City Council and Committees of Council as and when required.

The Manager is accountable for safe work practices. Through their practice of due diligence and their understanding of the role of WorkSafe BC and the statutory and regulatory requirements as they relate to their area of responsibility. Promoting safety through active participation in all

aspects of Occupational Health and Safety programs is required, as is regular inspections, safety meetings, investigations and safety events.

TYPICAL DUTIES AND RESPONSIBILITIES

Plans and controls the budget and goals and objectives of Building Inspections and Bylaw Services and monitoring revenue and expenditures to ensure that the functions are and remain cost effective and do not exceed revenues.

Determines staffing, equipment and budgetary requirements of the department.

Hires subordinate staff, makes the determination on probationary periods, conducts performance appraisals and identifies training needs, directs staff to accomplish goals and objectives, and responsible for corrective measures including issuing discipline where appropriate and termination.

Perform building inspections on a wide range of urban, semi-urban and rural residential and commercial developments in various stages of construction, alterations and/or repair. Ensure compliance with the BC Building Code, City bylaws and development permit requirements, and provincial and federal regulations for all building construction and development within the City's boundaries.

Maintain accurate records on all building projects being inspected.

Co-ordinates the application of provincial legislation and municipal bylaws and policies.

Ensures compliance with legislative requirements and recommends changes to existing bylaws and policies to encourage more effective compliance and or enforcement. Prepares new policies and bylaws for Council's consideration, in response to address issues in the community.

Develops and implements processes and procedures and initiates recommendations for changes to bylaws, standards, policies and procedures.

Works collaboratively with other departments to ensure the effective management of cross-departmental issues, which may include bylaw enforcement actions.

Acts as staff person to chair committees involved in Community security and citizen safety issues.

Makes presentations to or attends Committee or Council meetings as required.

Provides Mayor and Council with information on matters concerning community security and responds to public complainants on behalf of the City. Operationally responsible for liaison to police on city security and enforcement matters.

Undertakes additional assignments and duties as requested by the Chief Administrative Officer.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated leadership and relationship building skills with the ability to lead a team in a unionized environment.

Ability to provide leadership and support in the development, formulation and administration of policies and programs to ensure the operational objectives of the department are met.

Ability to support, coach and manage supporting technical staff.

Knowledge of the BC Building Code, the incoming BC Building Act, related standards and codes, and municipal bylaws.

Knowledge of local government legislation and practices and budgetary control.

Ability to interpret and apply drawings, specifications, standards, and regulations, and to analyze complex data and resolve problems working collaboratively with stakeholders.

Ability to interpret, advise and provide guidance on a variety of technical matters.

Knowledge and aptitude for the development and enforcement of municipal bylaws and an understanding of land use, development, and planning processes.

Proven conflict resolution experience.

Exceptional written and oral communication skills. Ability to prepare reports on complex technical matters for non-technical audiences.

Proficient in operating personal computers and Microsoft Office software.

Ability to work independently and to accomplish task and assignments.

Ability to communicate effectively with members of council, other staff, contractors, other agencies and the public.

Ability to represent the City and communicate effectively with senior governments, local governments, other agencies, the business community, the public, and represent the City's best interest in matters that may appear before the Courts.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

A technical degree or diploma in engineering, civil or building technology, together with eight to 10 years of progressively responsible building inspection and supervisory experience; or a combination of related training and equivalent experience.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

Level 3 Building Official certification from the Building Officials' Association of B.C. (BOABC).

A Level 2 POABC Plumbing Officials certification from The Plumbing Officials' Association of BC (POABC) would be an asset.

Possession of a Class 5 BC Driver's License.

Satisfactory Criminal Record Check.

Certification in Bylaw Compliance, Enforcement and Investigative Skills would be an asset.

APPROVED:

INCUMBENT: _____ DATE: _____

CHIEF ADMINISTRATIVE OFFICER _____ DATE: _____