



DISTRICT OF SAANICH
BUILDING, BYLAW, LICENSING AND LEGAL SERVICES
INSPECTIONS

SUPERVISOR - INSPECTIONS ADMINISTRATION Permanent Full-Time Position

The District of Saanich employs more than 1500 members across nine departments, our greatest asset is a high performing workforce. We provide a welcoming environment and maintain a healthy, dynamic and safe workplace that consistently attracts top-quality people and enables them to perform at their best. If you are customer service oriented and enjoy contributing to a positive team environment, the District of Saanich has an opportunity for you!

The Inspection Division is seeking a Supervisor to supervise, direct and facilitate Inspections Administration staff, permit processes and related services. The Supervisor will organize and develop administrative procedures, coordinate various programs within the division and assist staff with various projects. This position also deals with the public in the content of exchanged data or information through phone and email inquiries relating to the effective delivery of the Inspection Division.

As the ideal candidate, you will possess highly developed communication skills, knowledge in organizational behaviours and interpersonal relations. You will have a proven track record with problem-solving, building positive relationships and demonstrated experience with supervising teams. A strong customer focus and the ability to be flexible in a changing work environment are equally important.

Requirements include two years in a full-time post-secondary educational program in Public Administration, Organization Development or related discipline, supplemented with courses or training in architectural and/or building engineering technology; four years of progressive administrative experience including three years direct supervisory experience; proficiency in computer applications including word processing, spreadsheets, financial software and databases and keyboarding speed of 60 wpm. Candidates with an equivalent combination of education and experience may be considered.

This is a C.U.P.E. Local 2011 position with a wage of \$39.76 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Monday, September 19, 2022 quoting competition 22286 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will be conducted. We thank all applicants for applying. Only those under consideration will be contacted.