



Career Opportunities

Building Department Manager

Building | \$ 110420-129906 per year | Salary | Full-time Permanent | Exempt

Competitive wages, benefit and pension package. Opportunities for career development and professional advancement, including financial support for professional development. A diverse, inclusive and supportive workplace. Wellness incentives, TOIL, Flexible work environments, and Federal and BC statutory holidays.

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership, and the delivery of effective and community-focused services.

The City of Penticton is looking to fill the **full time, permanent position** of **Building Department Manager** to lead an outstanding team of professional plan reviewers, inspectors, and administrative staff (approximately 9 direct reports). As part of the Development Services Division, the Building Department processes an average of 700 permits a year representing a wide variety of construction projects and over \$100 million dollars of construction value.

Reporting to the Director of Development Services, the Building Department Manager employs organization and community minded thinking in leading this dynamic team and works closely with the other Development Services department managers, including the Planning Manager, Development Engineering Manager, and Manager of Housing and Policy Initiatives and is part of the City of Penticton Leadership Team.

This position is integral in meeting the Development Services Division's vision of supporting the positive growth of the community and is dedicated to ensuring high construction standards, while maintaining exceptional service to the development industry. The role offers a blend of hands-on management and strategic direction setting and is responsible for special projects and related work as required.

Key Responsibilities:

- Acting as Chief Building Official, interpreting Building Code and Building Bylaw sections reflecting community interest, as well as considering and approving Alternate Solutions.
- Overseeing the processing of all types of building and plumbing application processes and ensuring those processes happen in a fair and efficient manner and are continuously improved.
- Managing a team of professionals, including providing guidance, professional development feedback and leadership to direct reports.
- Managing the budget of the Building Department to efficiently deliver permitting and inspection services to the community, being mindful of the City's limited financial position.
- Working closely and respectfully with registered professionals including engineers (civil, structural mechanical) and architects engaged in the local construction industry.
- Representing the Building Department in the community and at building and construction industry meetings.
- Holding workshops and educational sessions with the building and construction industry.
- Working closely with the City's communication and IT Department in managing the Building Department's web presence.
- Overseeing the management of the City's permitting and inspection software.
- Overseeing the enforcement of building code or building bylaw violations.
- Overseeing the management of the Building Departments files.
- Being a main point of contact for developers, contractors, professionals and other City departments as related to building processes.

Required Knowledge, Abilities & Skills:

- Excellent interpersonal skills, with the ability to manage the tensions and conflicts inherent to the work of construction regulation.
- Strong written and verbal communication skills, with the ability to prepare technical reports and Council reports.
- Strong customer service skills
- Exceptional understanding of the construction industry, building codes and development processes.
- Knowledge of legal underpinnings of building regulation and ability to communicate effectively with legal representation.
- Project management skills are an asset.
- Organization and community-minded thinking are a must.

Education, Training & Experience:

- Level 3 Certification of the BOABC, supplemented by a diploma or degree in a related field.
- Minimum of five years of municipal or similar work experience showing progressively more responsibility.
- Valid Class 5 BC Driver's Licence.

As part of the recruitment process, shortlisted candidates will be expected to take part in a writing/presenting exercise.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **July 7, 2024**

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