



BUILDING AND LICENCING MANAGER

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community. Build your future with a City who was proudly presented the 2023 BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

We are looking for a keen, driven, and ready individual to join our leadership team in Development Services. The Building and Licensing Manager will provide strong leadership overseeing the management and administration, directing the day-to-day tasks and projects of the building inspections and business licensing department team. Using your expertise and problem-solving skills, you will be responsible for coordinating all permits and applications to ensure they are processed within time constraints established in the approval by-laws, considering expectations of the development community.

KEY RESPONSIBILITIES

- Establish and maintain positive, constructive working relationships with key stakeholders
- Work with high degree of independent action and judgment within established policies and procedures and look for process efficiencies to improve customer service
- Demonstrate practical solutions in the grey areas of the BC Building Code and work with City staff and the development community in a customer first focus utilizing good communication protocols
- Oversee, assign, schedule and supervise the day-to-day tasks and activities of personnel in ensuring completion of projects and initiatives in collaboration with internal and external stakeholders
- Provide mentorship and guidance, motivation, coaching, training, and development of employees

REQUIRED QUALIFICATIONS

- Diploma in Building Technology or similar
- Level 3 BOABC Certification and Level 1 POABC Certification or eligibility to obtain
- 5 years progressive technical related experience in a municipal setting including 3 years leadership experience
- Acceptable combination of education and experience may be considered
- Expert knowledge in, and demonstrated ability to apply, BC Building, Plumbing and Fire Codes, Local Government Bylaws and Procedures, Provincial Statutes and Enactments relevant to building construction and property development
- Comprehensive understanding of the statutory duties of a Building Official under the Community Charter, Local Government Act, and Building Act
- Considerable knowledge of the BC Building Code, National Fire Protection Association (NFPA) Standards and relevant federal, provincial and municipal statutes, regulations and bylaws
- Comprehensive understanding of BC legal regulatory system and proven commitment to the BOABC's Code of Ethics

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 24-40E | Closes September 5, 2024

Wage Range \$111,548 – \$131,233

Human Resources Department
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westkelownacity.ca/jobs | 778-797-1000