

BUILD A CITY. BUILD A FUTURE.



SUPERVISOR, TENANT IMPROVEMENT TEAM (PLAN CHECKER 4)

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.

EMPLOYMENT STATUS

Union – CUPE Local 402 – Regular Full-Time

SCOPE

Reporting to the Manager, Complex Building Permit Approvals, the Supervisor will be responsible for leading and supervising a multi-functional team in support of building permits. In this role, you will oversee the processing of building permit applications, plans and specifications for tenant and landlord improvements, repair/restoration/renovation of commercial/industrial/apartment buildings, farm/agricultural buildings and special structures.

RESPONSIBILITIES

- Supervise, train, evaluate staff and direct operations for the tenant improvement team.
- Review and implement practices, procedures and programs related to the building permit approval process.
- Review proposed building designs and documents for substantial compliance with related bylaws and building regulations.
- Coordinate building permit processing requirements with other divisions, departments and regulatory agencies.
- Provide complex technical advice, assistance, interpretation and information to the general public, contractors, owners, and registered professionals on matters related to building permit applications.
- Investigate complaints related to the building permit application review process and recommend appropriate action.
- Attend meetings including but not limited to pre-application meetings.
- Performs other related duties as required.

QUALIFICATIONS

- Completion of Grade 12, supplemented by a Diploma in Building Technology.
- Minimum of five (5) years' experience in a related supervisory role.
- Minimum three (3) years' experience as a plan reviewer for complex developments.
- Level III Certificate from the Building Official's Association of BC or equivalent.
- An equivalent combination of education and experience may be considered.
- Professional designation as a Registered Building Official.
- Strong oral and written communication skills.
- Thorough knowledge of relevant bylaws, codes, and regulations, including the BC Building Code and supporting municipal bylaws.
- Experience training, motivating and evaluating staff.

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OTHER INFORMATION

Pay Grade: 29

Hourly Rate: \$51.52

Pay Steps	Hourly Rates
Step 1	\$51.52
Step 2 (6 months)	\$53.84
Step 3 (18 months)	\$55.86
Step 4 (30 months)	\$58.40

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