

# BUILD A CITY. BUILD A FUTURE.



## SUPERVISOR, RESIDENTIAL BUILDING PERMIT APPROVALS (PLAN REVIEWER 4)

TERM (2 YEARS)

*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*

### SCOPE

Reporting to the Manager, Residential Building Permit Approvals, the Supervisor will be responsible for co-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 single family dwellings, duplexes, small scale multi-unit housing, rowhouses, townhouses, accessory buildings and structures.

### EMPLOYMENT STATUS

Union – CUPE Local 402 – Term (2 years)

### RESPONSIBILITIES

- Supervise, train, evaluate staff and direct operations for the residential building permit approvals section.
- 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 or a relevant Red Seal Trade Certificate.
- Minimum of five (5) years' experience in a related supervisory role.
- Minimum three (3) years' experience as a plan reviewer for complex developments.
- An equivalent combination of education and experience may be considered.
- Building Level 3 Qualification from the Building Official's Association of BC or equivalent.
- Professional designation as a Registered Building Official, Professional Engineer or Registered Architect.

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- 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.
- Valid BC Driver's License.

## OTHER INFORMATION

Pay Grade: 29

Hourly Rate: \$55.19

| Pay Steps          | Hourly Rates |
|--------------------|--------------|
| Step 1             | \$55.19      |
| Step 2 (6 months)  | \$57.67      |
| Step 3 (18 months) | \$59.84      |
| Step 4 (30 months) | \$62.56      |

## APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 7253.

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