

	<i>Title:</i> Assistant Manager of Building and Licensing	<i>Date:</i> March 20, 2019
	<i>Department:</i> Development Services and Economic Development	
	<i>Classification:</i> Exempt	

Nature and Scope of Work

Reporting to the Manager of Building and Licensing, the Assistant Manager of Building and Licensing is responsible for supervising and participating in the work of the Permit Services, Inspection Services and Business Licensing functions. The Assistant Manager supervises the permit application process and operations relating to the inspection of buildings and property to ensure compliance with applicable drawings, Codes, Bylaws, and regulations. The Assistant Manager develops training for inspection staff; ensures business license applications are processed in accordance with existing building regulations; coordinates and supervises work related to the Board of Variance, ensuring the proper investigation of Bylaw and Building Code violations; and provides interpretations of City building and zoning regulations, building permit processing and related matters to the public and other Departments.

The Assistant Manager of Building and Licensing supervises the Plan Checker/Inspectors.

Illustrative Examples of Work

1. Manages and performs building and plumbing inspections of commercial, institutional and residential buildings to ensure compliance with applicable statutes, bylaws and regulations prior to the issue of permits. (Statutes and regulations include the federal and provincial building codes, the Fire code and City bylaws and zoning restrictions.)
2. Conducts complex and difficult building inspection and plan review work.
3. Administers the permit application process, directs the review of design drawings and plans and ensures that all permit applications comply with City Bylaws, construction codes, Provincial Legislation and Federal statutes.
4. Assists Inspection staff in code interpretation and resolution of office and field issues.
5. Attends meetings with architects, engineers, property owners, developers, contractors, City staff and others to resolve issues involving activities of Permit, Inspections and Licensing functions.
6. Coordinates the Building and property inspection procedures and ensures compliance with City Bylaws and codes.
7. Develops, coordinates and implements training of Division employees.

8. Recommends development, implementation, maintenance and changes to policies, operating procedures, City standards and bylaws to the Manager of Building and Licensing.
9. Liaises with and coordinates inspections by the Local Assistant to the Fire Commissioner, health officials and provincial electrical and gas inspectors.
10. Ensures business license applications are reviewed and processed in accordance with existing building regulations.
11. Coordinates and oversees the Board of Variance review process, provides the Board with information and recommendations.
12. Acts as a resource to the Division, assisting with complex enquiries and responds to requests and complaints from the public.
13. Liaises with legal counsel on enforcement as directed.
14. Responsible for performance evaluation, addressing performance issues and training of subordinates.
15. Participates in hiring of subordinates.
16. Acts as Manager of Building and Licensing in the Manager's absence.
17. Performs other duties assigned by the Manager of Building and Licensing.

Desirable Training and Experience

1. Graduation from a program at an Institute of Technology in building technology or trades qualification combined with at least 8 years related work experience.
2. BOABC Level I Plumbing Official Designation or the ability to obtain Level I certification within two years of employment.

Required Licenses, Certificates and Registrations

1. BOABC Level III, RBO Designation.
2. Valid Class 5 Driver's License for the Province of British Columbia.