



Manager of Building Inspection and Bylaw Compliance

\$115,894 to \$133,212 annually – 2024 rates

The District of North Saanich is seeking applications from motivated professionals to serve in the capacity of Manager of Building Inspection and Bylaw Compliance.

Step into a key leadership role within the scenic District of North Saanich as the Manager of Building Inspection and Bylaw Compliance. Reporting to the Director of Planning and Community Services, this crucial full-time exempt position challenges you to oversee and enhance the operations of building inspections and bylaw compliance. You will provide expert guidance, develop policies, and implement procedures that uphold and advance our community standards.

If you are equipped with a diploma in civil or building technology or related discipline, together with 10 years of progressive experience in building inspection and supervision – or have a combination of related training and experience – we encourage you to apply. Join our dedicated team in North Saanich, where collaboration and professional development are at the heart of our supportive, team-based work environment. We are passionate about lifelong learning and are committed to nurturing the growth of our staff. Discover a career that not only supports your professional development but also contributes significantly to the welfare of our community.

This competition will be open until filled. Interested applicants should forward their resume and cover letter quoting competition number **25-01** to:

Cole Hansen, Human Resources Advisor
District of North Saanich
1620 Mills Road
North Saanich, B.C. V8L 5S9
careers@northsaanich.ca

The District of North Saanich thanks all applicants however, only those selected for an interview will be contacted.



DISTRICT OF NORTH SAANICH

Department: Planning and Community Services

Position Title: Manager of Building Inspection and Bylaw Compliance

Effective Date: April 2022

Revised Date: February 2025

Reports to: Director of Planning and Community Services

Positions Supervised: Senior Bylaw Enforcement Officer, Bylaw Enforcement Officer I, Building Inspector (2)

Position Summary

Reporting to the Director of Planning and Community Services, the Manager of Building Inspection and Bylaw Compliance is responsible for planning, organizing, coordinating and directing the daily operation of Building Inspection and Bylaw Compliance functions. The Manager provides advice, guidance and direction and develops and implements administrative and regulatory procedures and policies to ensure effective building, bylaw and regulatory services to the community.

The areas of responsibility also include building permit issuance, building and plumbing inspection, bylaw enforcement and compliance and the supervision of key staff including Building Inspectors, Senior Bylaw Enforcement Officer, and Bylaw Enforcement Officer.

This position is also responsible for providing advice and preparing reports for Council and making recommendations for amendments to bylaws, policies and procedures.

Key Responsibilities

- Reviews building plans and applications for building and other permits and requesting revisions as needed to conform to codes and regulations.
- Reviews plans of proposed residential, commercial and industrial buildings as well as structural alterations and renovations to ensure conformity with B.C. Building Code and municipal bylaw requirements.
- Develops and implements processes and procedures and initiates recommendations for changes to bylaw, standards, policies and procedures.
- Directs and supervises the Building Inspectors in the review and issuance of building permits
- Directs and supervises the Senior Bylaw Enforcement Officer and Bylaw Enforcement Officer to review bylaws and ensure that they are addressing community bylaw complaints.

- Provides the Director, CAO and Council with reports, professional advice and recommendations as needed.
- Works collaboratively with other departments to ensure the effective management of cross-departmental issues
- Carries out inspections of residential, commercial and industrial building construction projects, approves work conforming to building and zoning regulations and ensures corrections are made when cases of non-conformance are discovered.
- Provides information and answers inquiries on building and zoning requirements from contractors, developers, architects, engineers, trades personnel and the public at the counter, in writing or by telephone.
- Issues Stop Work Orders, when necessary, along with Correction Orders, when work is carried out in violation of building code or bylaw regulations.
- Prepares reports on inspection activities, bylaw enforcement and compliance including S.57 notice on Title reports and deals with correspondence, maintains inspection logs, and carries out various administrative tasks as required.
- Discusses construction problems with property owners and builders, advising on building code or bylaw requirements.
- Attends various meetings to report and give advice on a wide variety of building and bylaw enforcement issues, and where necessary, assists legal counsel with litigation on such matters.
- Recommends revisions to municipal building, zoning and other regulatory bylaws as required.
- Interprets and explains applicable regulatory bylaws and regulations to the public.
- Performs other related work as required or as assigned by the Director of Planning and Community Services and acts as the Director in their absence.

Minimum Qualifications

Education and Experience:

- A diploma in civil or building technology or related discipline, together with 10 years of progressively responsible building inspection and supervisory experience; or a combination of related training and experience.

Supplemental Certification and Training:

- Willingness to complete recognized courses related to the field of bylaw enforcement. (i.e., Bylaw Investigative Skills Course 1 & II offered through the Justice Institute of British Columbia)

Required Licenses, Certificates and Registrations:

- Valid BC Driver's License (Class 5).
- Level 3 Certification under the Building Officials Association of B.C. (BOABC) Certification Program.

Knowledge, Skills, and Abilities

- Thorough working knowledge of the BC Building Code, Zoning and Building Bylaws and other regulations governing the construction and repair of buildings including all types of building construction and those stages where possible code violations and defects may be most readily

observed and corrected. In addition, a working knowledge of related sections of the *Community Charter* and *Local Government Act* and other enactments and statutes required to perform the duties of this position.

- Ability to read and interpret plans, specifications and drawings quickly and accurately, and to compare them to construction in progress.
- Ability to work harmoniously with building owners, contractors, trades personnel, and the general public while obtaining compliance with building codes and municipal bylaws.
- Ability to detect structural faults and to evaluate construction and physical depreciation.
- Excellent writing and oral communication skills with an ability to prepare clear and concise reports.
- Ability to work co-operatively with other departments in processing permit applications.

Job Provisos

- Stay current with building inspection, bylaw enforcement, permits and licensing regulations, standards and practices
- May be required to perform additional duties as assigned by supervisor
- May be required to use own vehicle for municipal business to attend meetings, site inspections and any other travel associated with this position. Compensation for vehicle use will be paid in accordance with established District Policy.