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|  | <i>Title:</i> Manager of Building and Licensing                  | <i>Date:</i> March 20, 2019 |
|   | <i>Department:</i> Development Services and Economic Development |                             |
|   | <i>Classification:</i> Exempt                                    |                             |
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### **Nature and Scope of Work**

Reporting to the Director of Development Services and Economic Development, the Manager of Building and Licensing is responsible for the Permit Services, Inspection Services, and Business Licensing functions including the enforcement of bylaws, coordination of work and activity with other departments and special projects assigned by the Director. The Manager investigates and adjudicates complaints pertaining to bylaws, policies and operational guidelines, reports to Council recommending enforcement and legal remedies such as injunction actions, laying of charges, and registration of notices on property titles.

The Manager of Building and Licensing is also responsible for supervising employees within the Division.

### **Illustrative Examples of Work**

1. Supervises Division staff including performance management and discipline.
2. Recommends budget requirements for the Permit, Inspection and Licensing functions of the Division.
3. Develops and administers policies and procedures for the Division.
4. Recommends improvements to the City's bylaws, policies and procedures to the Director of Development Services and Economic Development.
5. Establishes and maintains effective communication and coordination with other Divisions and Department in the City on permitting, inspections and business licensing.
6. Ensures effective customer service of the Permit, Inspection and Licensing functions.
7. Liaises with Provincial and Federal Agencies whose regulations affect, or are affected by, development and construction in the City.
8. Administers the process for collection of business licenses fees and ensures compliance with City bylaws is maintained through direct contact with the licensees.
9. Obtains advice from legal counsel on enforcement matters.
10. Develops and maintains the standards of acceptance for development, construction and business operation.
11. Reviews files and plans; inspects properties and buildings being constructed in the City to ensure compliance with relevant codes, regulations and bylaws.

12. Administers the enforcement of Municipal bylaws related to the Development Services and Economic Development Department, investigates and responds to complaints from the public, and recommends enforcement in connection with bylaw violations.
13. Ensures resolution of complaints and issues from developers, contractors and the public regarding interpretation, application, and enforcement of codes, regulations, and bylaws which have not been resolved by subordinates. Provides advice, guidance, interpretations, and official rulings.
14. Administers inspections of buildings related to business activity and business and liquor license applications to ensure continued building and occupant safety and compliance with City bylaws.
15. Administers the record keeping and retrieval systems for the Division; recommends updates and changes to reflect current regulatory requirements and Department needs.
16. Responsible for hiring, discipline, training and performance management of division employees. Evaluates the work of subordinates, provides guidance and identifies needs for staff development.
17. Performs other duties assigned by the Director of Development Services and Economic Development.

### **Desirable Training and Experience**

1. Graduation from a program at an Institute of Technology in building or engineering technology or a trade qualification in construction.
2. At least 10 years of related experience; or
3. Equivalent combination of training and experience.
5. BOABC Level I Plumbing Official Designation or the ability to obtain Level I certification within two years of employment is desirable.

### **Required Licenses, Certificates and Registrations**

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