



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Building Manager

Job Description

TITLE OF IMMEDIATE SUPERVISOR: General Manager of Development and Community Sustainability Services

TITLE OF IMMEDIATE SUBORDINATES: Senior Building Officials, Building Administrative Assistants

DEPARTMENT: Development & Community Sustainability Services

SUMMARY OF POSITION:

Reporting to the General Manager of Development and Community Sustainability Services (the “GM”), the Building Manager is a key member of the Development and Community Sustainability team, advancing the RDCK Board’s strategic drivers and priorities in alignment the Board’s Strategic Plan. They are responsible for the administration of the Building Bylaw and the BC Building Code across the Regional District, overseeing the operation of Building Inspection Services and providing leadership to the Building team located in three offices.

The Building Manager recommends the preparation of building services policies, bylaws and regulations to serve the needs of the RDCK, ensuring that the requirements of provincial building legislation, and RDCK bylaws are met. They participate in departmental planning, including formulating yearly budgets and mediates disputes with stakeholders, working towards resolving building and personnel related issues.

TASK DESCRIPTION:

As a member of the Leadership team, responsibilities include, but are not limited to:

1. Managing and directing Building Inspection Services, located in Nelson, Creston and Nakusp.
2. Providing training, development, and mentorship to the Senior Building Officials.
3. Supervising and managing the performance of Senior Building Officials, and Building Administrative staff.
4. Through the Senior Building Officials, ensuring that Building staff meet performance expectations, including meeting the standards required under BC Building Code and Bylaw legislation.
5. Overseeing the development and implementation of the Building Official training programs.
6. Preparing reports and presenting recommendations for consideration by committees of the Regional Board.
7. Assisting the GM in the development of Building Inspection Services’ annual work plan, priorities and budget as well as monitoring operational efficiency.
8. Liaising with Village CAOs and staff to ensure the provision of Building Inspection Services by the RDCK in their locations in line with Building, Plumbing and Fire Codes, RDCK Building Bylaw, other Provincial legislation, local bylaws, zoning and permits.
9. Providing technical advice as required for the GM relating to bylaw contraventions, departmental procedures, Board items, recruitment, and selection of staff.
10. Providing advice and recommendations on behalf of the RDCK in legal and other contentious Building Inspections or related matters.
11. Leading the development and implementation of Standard Operating Procedures and other administrative and technical documents for Building Inspection staff.
12. Reviewing and approving Geotechnical Hazard reports for conformance to the RDCK’s Terms of



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Building Manager

Job Description

Reference.

13. Reviewing and coordinating the implementation of changes to mapping and building permit software content and procedures to facilitate building inspection reporting.
14. Reviewing and proposing changes to Building Bylaw and Manufactured Home Park Bylaw.
15. Working with Planning, GIS, and water utilities services to promote coordinated service delivery to support regional growth and development.
16. Working in collaboration with other agencies and regulatory bodies to implement BC Building Code, and other Federal, Provincial and Municipal legislation to ensure building safety.
17. Addressing building related claims and legal matters, as required, with legal counsel at MIABC.
18. Advising elected officials at the Rural Affairs Committee and Board on Building Inspection Services recommendations related to the building bylaw, contraventions and other technical matters.
19. Maintaining up-to-date knowledge of building technology and associated regulations and ensures that required certifications are current.
20. Interpreting the Building and Plumbing Codes, Building Bylaws of the Regional District and contracted Municipalities.
21. Attending meetings as required including inter-departmental meetings.
22. Operating motor vehicle as required to travel to inspection sites.
23. Other duties as assigned.

REQUIRED QUALIFICATIONS

- Post-secondary diploma in Building Sciences, Science or similar;
- Qualification as a Registered Architect, P.Eng. Trade certification in Building and/or Plumbing may be considered;
- 7 years of related experience, including 3-5 years leadership experience. Preference may be given to those with municipal/local government experience.
- An acceptable combination of education and experience may be considered;
- Level 3 Certification with the Building Officials Association of British Columbia, or eligibility to attain, is preferred;
- Level 1 Certification with the Plumbing Inspectors Association of British Columbia or eligibility to attain, is preferred;
- Satisfactory Criminal Record; and
- Valid BC Drivers License and satisfactory Drivers Abstract.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge in, and demonstrated ability to apply, BC Building, Plumbing and Fire Codes, Local Government Bylaws and Procedures, Provincial Statutes and Enactments relevant to building construction and property development;
- A comprehensive understanding of the statutory duties of a Building Official under the Community Charter, Local Government Act, and Building Act.
- Considerable knowledge of the BC Building Code, National Fire Protection Association (NFPA) Standards and relevant federal, provincial and municipal statutes, regulations and bylaws;



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Building Manager

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- Comprehensive understanding of BC legal regulatory system;
- Demonstrated and proven commitment to the BOABC's Code of Ethics;
- Understanding of the Board strategic priorities, as it relates to the department;
- Ability and demonstrated commitment to providing training and mentoring to staff;
- Professional written and verbal communication skills, with demonstrated ability to write reports for both internal and external stakeholders;
- Proven ability to work under pressure and on own initiative;
- Time management skills with the ability to work to multiple deadlines;
- Strong interpersonal skills, including the ability to deal with stakeholders in a courteous, tactful, and diplomatic manner at all times
- Demonstrated problem solving skills;
- Considerable knowledge of building construction methods and materials including sprinkler systems;
- Ability to read and interpret building plans, maps, legal descriptions, rights of way, easements and covenants;
- Ability to present complex technical information in a manner that can be understood by people outside of the building/construction industry;
- Ability to recognize and provide advice regarding geotechnical matters related to building safety;
- Thorough knowledge and proficiency in advanced use of Microsoft Office, Building Inspection databases, Tempest technology and building software;
- Ability to learn and become proficient in new technologies and computer programs;
- Ability to meet the physical requirements of the position, and
- A demonstrated commitment to the RDCK values of Health and Safety, Integrity, Accountability, and Respect.

ACCEPTANCE

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name

Employee Signature

Date

Employer Representative Name

Employer Representative Signature

Date