



## JOB DESCRIPTION

Title:	<b>Manager of Building Services</b>
Department:	Planning and Development Services
Supervisor:	Director of Planning and Development Services
Status:	Full-time, Regular
Date Updated:	January 2026

### **Job Overview**

The Manager of Building Services is responsible for performing the role of senior building official and for providing expert guidance and oversight for the Squamish-Lillooet Regional District (SLRD)'s building department. This role involves technical and regulatory work, and combines office-based responsibilities with fieldwork. Regular travel throughout the Regional District's Electoral Areas is required to conduct on-site building inspections to verify that construction design, materials, workmanship, and safety features meet or exceed established standards, and to ensure building construction aligns with approved plans and complies with the BC Building Code, SLRD bylaws, and other related codes and policies.

### **Key Responsibilities**

- Inspects industrial, commercial, institutional and residential projects as frequently as necessary during the course of construction, alterations and repairs to ensure compliance with applicable regulations, acts, standards, codes and bylaws; advises on required changes or corrections and ensures that such are carried out.
- Examines and checks plans for industrial, commercial, institutional and residential projects for compliance to regulations, acts, standards, codes and bylaws, handles permit applications for new buildings, solid fuel burning appliances, renovations, additions, and demolitions and processes same for acceptance or rejection.
- Prepares reports on inspections and issues notices when required standards have not been met for presentation to the Regional Board and also gives factual evidence in court as required.
- Develops systematic procedures for the processing of building/plumbing inspections for the SLRD.
- Plans, assigns, and reviews the work of building department staff. Provides technical advice, guidance, supervision, performance feedback and mentorship to direct reports.
- Prepares reports and recommendations for the Chief Administrative Officer, Director of Planning and Development Services and Regional Board as required. Attends Regional Board meetings to present reports.

- Ensures that building department records are maintained and ensures that all building/plumbing applications are processed and catalogued in a manner that can be easily accessed to provide status reports. Estimates building costs.
- Provides recommendations on general policies and procedures related to the building department. Oversees and prepares relevant SLRD bylaws for consideration by the Board.
- Provides the Director of Planning and Development and Regional Board with monthly building statistics.
- Works with the Director of Planning and Development Services to prepare the annual building services budget.
- Interprets the building bylaw of the Regional District and provides enforcement and direction in regard to the bylaw.
- Carries out field inspections to assess construction for compliance with the regulations, acts, standards, codes and bylaws, environmental concerns, geotechnical hazards and accepts or rejects the construction based on these assessments.
- Investigates building and zoning complaints to assess the validity of the complaint, and prepares follow-up documentation and direction of enforcement as required.
- Answers public inquiries about the building department, and provides technical advice, written and verbal correspondence with applicants, owners, developers, contractors, builders, professional consultants and applicable agencies.

### **Qualifications**

- Completion of Grade 12 with a post-secondary education in Building Technology or a related field.
- Five (5) years of experience in a local government building department performing building inspections, or a recognized equivalent of education and experience.
- Certification from the Building Officials' Association of BC (minimum Level II certification; Level III preferred).
- Previous experience in a management or supervisory role.
- Thorough knowledge of the methods, material, tools and equipment used in building construction, repair and alterations.
- Comprehensive knowledge and understanding of the BC Building and Plumbing Codes, which includes the ability to read and interpret building plans, recognize requirements and accept or reject plans as required.
- Good working knowledge of structural, civil, geotechnical, mechanical, and electrical engineering.

- Knowledge of geotechnical matters as they relate to building safety and an understanding of the statutory duties of the Building/Plumbing Inspector pursuant to the Local Government Act.
- Ability to deal diplomatically and communicate effectively with elected officials, staff, the public, and agencies and partners, using good oral and written communications skills. Ability to foster a collaborative, professional, customer service-oriented environment.
- Ability to exercise sound judgment, tact and diplomacy in the interpretation, application and enforcement of all regulations, acts, standards, codes and bylaws.
- Ability to work independently and assume responsibility for technical decisions.
- Ability to prepare and maintain work records, reports and correspondence.
- A B.C. Driver's License – Class 5 with satisfactory driving record.
- Ability to travel throughout the regional district, including in varying weather conditions and across mountainous terrain.