



TOWN OF CRESTON EMPLOYMENT OPPORTUNITY MANAGER OF BUILDING & BYLAW SERVICES (PERMANENT, FULL-TIME) COMMUNITY SERVICES

The Manager of Building & Bylaw Services is responsible for a wide range of responsibilities in leading a modern municipal department by providing services related to building inspection and bylaw processes.

The Manager of Building & Bylaw Services acts as an advisor to the Director of Community Services on regulatory, legislative, municipal policy and procedural matters in the provision of building and bylaw services. This position functions primarily in an operational and administrative capacity through implementation and enforcement of the municipal building bylaw and BC Building Code standards. The position provides administrative oversight to bylaw compliance activities, as well as assisting with projects and preparation of correspondence related to plans and projects to ensure accurate and updated records and files.

The Manager of Building & Bylaw Services must have post-secondary education in building safety and regulatory / code compliance, or other related fields and have progressive experience in a management role, preferably in regulatory compliance. The ability to exercise sound technical judgement in ensuring the compliance with, and the interpretation and application of relevant bylaws, codes and regulations while being tactful, firm, courteous and diplomatic in dealing with the internal and external partners is essential.

Job Required Qualifications

- Degree or diploma in Building Technology, Engineering, Construction Management, Architectural, or related building science from a recognized Technical Institute. Equivalent combinations of education and experience may be considered.
- Minimum Level 2 certification with the Building Officials' Association of BC (BOABC)
- Level 1 certification with the Plumbing Officials Association of BC (POABC)
- Minimum of five (5) years of progressively responsible experience in building services, bylaw enforcement, municipal operations, or regulatory administration.
- Minimum of three (3) years of supervisory or management experience working in a local government setting or relevant combined experience in similar work environment.
- Valid BC Driver's License, Class 5.
- Ability to provide satisfactory police information check and clean driver's abstract.

Preferred Qualifications

- Bachelor or Masters degree in a related field.
- Level 3 Building Official certification or eligibility with the BOABC.
- Certification in local government bylaw enforcement or related regulatory compliance programs.
- Experience working within a BC local government environment.
- Working knowledge of the BC Energy Step Code, accessibility requirements, and emerging building performance standards.

Skills and Abilities

- Extensive knowledge of the *BC Building Code*, *Building Act* legislation, and associated regulations governing building construction, health, safety, accessibility and occupancy requirements.
- Thorough understanding of the *Local Government Act*, *Community Charter*, and related municipal legislation applicable to building regulation, land use, and bylaw enforcement.
- Comprehensive knowledge of municipal bylaws, including zoning, property maintenance, business

licensing, sign regulation, parking, nuisance, and animal control bylaws.

- Strong understanding of building design, construction methods, structural systems, fire and life-safety principles, and inspection practices.
- Knowledge of development application and approval processes, including subdivision, development permits, rezoning, and related municipal approvals.
- Demonstrated leadership, team building, and conflict resolution skills.
- Excellent decision making and problem-solving abilities.
- Excellent interpersonal, communication, negotiation and mediation skills.
- Strong organizational skills and self-motivation.
- Ability to work independently while effectively managing priorities, time and staff.
- Excellent written communication, report writing and research skills.
- Skilled with Microsoft Office Suite including Word, Excel, Outlook and PowerPoint, as well as with electronic permit inspection and tracking applications.

This is a permanent, full-time position. Salary range is **\$100,300 to \$118,000**. A full job description is available on our website www.creston.ca.

Why Join Us?

This is an exciting opportunity to lead a team that plays a critical role in shaping a safe, vibrant and sustainable community. The Manager of Building & Bylaw Services will have the opportunity to influence regulatory practices, drive service improvements, support responsible development, and contribute to key municipal initiatives while working in a collaborative and community-focused environment with the Community Services Team.

Please submit applications by October 2, 2026 via <https://www.creston.ca/careersjob-opportunities> .

Marsha Neufeld - Human Resources Coordinator
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We thank all applicants for their interest; however, only those selected for an interview will be contacted.