

Position: Building Standards Manager - Plan Review

Division: Community Services
Department: Building Standards
Term: 1 Permanent Full Time position available.
Closing Date: 10/23/2025
Labour Group: SCMMA
Posting: 4665

Apply: <https://careers.saskatoon.ca/job/Saskatoon-Building-Standards-Manager-Plan-Review-SK/596466617/>

Job Summary

This position manages one of the assigned areas (Plan Review program, Building and Plumbing Inspection program) to ensure compliance with all applicable codes, regulations, City bylaws and established program service levels.

Duties & Responsibilities

- Plans, organizes and directs activities within the assigned area in alignment with departmental goals, program goals and identified service levels.
- Manages assigned staff; hires, assigns work schedules, assesses staffing needs, identifies and pursues other resources, if necessary, and performs layoff and recall. Plans and approves staff development. Conducts performance management and when required, disciplinary action.
- Manages and assists staff in resolving issues that arise and assists property owners, developers and consultants with interpretations and requirements of the National Building Code, National Energy Code for Buildings, the Saskatoon Building Bylaw The Construction Codes Act, The National Plumbing Code, and Plumbing Bylaw.
- Develops and administers policies, procedures, guidelines, standards and specifications related to assigned program area.
- Supports and promotes the health and safety of employees and the public in accordance with the *Saskatchewan Employment Act*, *Saskatchewan Health Regulations and Standards*, *Occupational Health & Safety Regulations* and the City of Saskatoon's administrative Occupational Health & Safety policies and departmental procedures. Maintains and monitors programs which affect public health and safety.
- Works closely with the Business Manager to ensure customer service processes are responsive, adaptive and accessible, allowing the customer easy access to programs and services.
- Recommends revisions to City Council policies, bylaws, department procedures, the National Building Code of Canada, the National Energy Code for Buildings, the National Plumbing Code, The Construction Codes Act and its regulations, and the Saskatchewan Plumbing Regulations.
- Prepares written and oral reports in response to inquiries of City Council, Committees of Council, Senior Management and the public.
- Maintains liaison with other municipal and provincial governments and communicates information related to building, plumbing and accessibility regulations, orally and in writing, to various individuals and groups, including owners, contractors and designers.
- Performs on-site inspections, as required.
- Assists with the development of the departmental business plans and annual reporting.
- Acts as the Director of Building Standards, as required.
- Performs other related duties as assigned.

Qualifications

Education, Training and Experience Requirements

- Degree in civil or mechanical engineering.
- Seven to nine years' progressively responsible experience administering the National Building Code of Canada including two years' supervisory experience.
- Registered, as a Professional Engineer, with the Association of Professional Engineers and Geoscientists of Saskatchewan.
- Possession of a valid Level 3 Saskatchewan Building Officials Licence.
- Possession of a valid Saskatchewan Class 5 Driver's Licence and a vehicle suitable for use in the performance of duties.
- Current driver's abstract from SGI demonstrating a safe driving record.

Knowledge, Abilities and Skills

- Thorough knowledge of *The Construction Codes Act*, and associated Regulations, the National Building Code of Canada, The National Energy Code for Buildings, the National Plumbing Code of Canada, the Building Bylaw and the Plumbing Bylaw.
- Thorough knowledge of the materials, procedures and techniques used in building construction.
- Considerable knowledge of the Zoning Bylaw pertaining to one and two unit dwellings, Private Swimming Pools Bylaw, National Fire Code of Canada, National Fire Protection Association codes and related regulations and standards.
- Ability to supervise and develop staff, including the preparation and delivery of performance appraisals.
- Ability to direct and support staff in achieving identified results.
- Ability to provide leadership and empowerment to achieve results through others.
- Lead and support staff in working together collaboratively, fostering teamwork and inclusion and cultivating relationships.
- Ability to analyze data, identify underlying issues/problems, recommend, and implement required changes.
- Ability to develop and maintain an effective working relationship with the public, design professionals, contractors, developers and others in the construction industry.
- Ability to communicate effectively, orally and in writing, including the ability to prepare and present complex technical reports.
- Skill in the operation of a computer using the Microsoft Office suite, Enterprise Resource Planning (ERP), and workflow management and drafting software.

Requires Security Check

Acceptable current Criminal Record Check (CRC) upon offer of employment.

Weekly Hours: 36.67

Salary Range: \$105,989.52 to \$124,345.68 CAD **per annum** (2023 rates)

Diversity, Equity and Inclusion

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) “the good life”, for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit [Saskatoon.ca/diversity](https://saskatoon.ca/diversity).

Accommodation

The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email talentacquisition@saskatoon.ca.

While we appreciate all applications we receive, only candidates under consideration will be contacted.

Our Recruitment Process: Application > Posting Closes > Resume Review > Pre-screen/Interview > Offer > Pre-Employment Conditions >

Welcome to the City