



**CITY OF YORKTON
INVITES APPLICATIONS FOR A
MANAGER OF BUILDING SERVICES**

The City of Yorkton is seeking a key player for its management team. Located on the Yellowhead Highway, Yorkton is a progressive community of approximately 17,000 people serving as a hub to the Parkland region. Due to its large trading area, Yorkton has many larger city amenities and provides the quality of life of a smaller community.

Reporting to the Director of Planning and Engineering, the Manager of Building Services directs and supervises the Building Services Division and works autonomously in the provision of services to residents and clients of the City of Yorkton which include but are not limited to building bylaw and national building code application, property sales, zoning bylaw application and business license bylaw administration.

The Manager of Building Services is responsible for working with various municipal planning services concerning the growth, development, and revitalization of the City of Yorkton. The position requires the ability to work independently while at the same time in cooperation with various municipal departments in performing work in one or more fields related to community/land use planning, development control and policy development. This position also requires the ability to handle difficult situations and communicate with the public with tact and diplomacy.

The ideal candidate has:

- graduated from a recognized post-secondary institute in a related discipline or trade with preference given to those with experience in municipal development and building inspections;
- a Class 3 Saskatchewan Building Official License with several years of related experience (candidates with a Class 2 License may be considered depending on their experience and related education);
- excellent knowledge of the principles of land use planning and development;
- extensive and current knowledge of municipal land use bylaws, *The Cities Act, The Planning and Development Act, 1983*, as well as other associated bylaws, regulations and policies;
- excellent research and writing skills;
- excellent communication, public relations and interpersonal skills;
- demonstrated ability to handle difficult situations with tact and diplomacy;
- general knowledge of the Occupational Health and Safety Act and Regulations;

The City offers an attractive salary and benefits package. Interested applicants may forward their resume by Friday, September 17, 2010. Please submit a detailed resume complete with three references to:

City of Yorkton
Human Resources Department
Box 400, 37 Third Avenue North
Yorkton, SK S3N 2W3
employment@yorkton.ca Fax: (306)786-6880

For further information visit our web site at: www.yorkton.ca

The City of Yorkton wishes to thank all prospective applicants; however only those candidates selected for an interview will be contacted.