

## Building Official

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Permanent, Full-time - Reports to the Manager of Development Services  
Monday – Friday – 8:30 to 4:30 (some evening work may be required)

### **Nature of Work:**

Under the direction of the Manager of Development Services, this position performs a variety of duties related to building inspection and assists with bylaw enforcement related to building, construction and zoning as required. The Village relies on the Building Official to be a positive and conscientious presence in the community, and to immediately report any concerns to management.

### **Duties and Responsibilities:**

- Reviews drawings and documents for building code compliance;
- Performs building inspections and plan evaluations;
- Assist the Development Services department in performing the review and processing of building, planning, signage and development variance permits;
- Assist the Development Services department in review and processing of development applications;
- Prepares reports and other informational documents as required;
- Diligently maintains complete records and building files
- Responsible for enforcing Village Bylaws related to construction building and zoning;
- Investigates and processes building bylaw-related complaints; and
- Other relevant duties as required.

### **Health & Safety**

As per the Village's commitment to the physical and psychological health and safety of its employees, the (position name) must adhere to the following accountabilities:

- Identifying and reporting workplace hazards
- Participating in incident investigations and inspections
- Assisting with Job Hazard Analysis and Risk Assessments
- Adhere to all workplace safety policies and procedures
- Awareness of the following safety considerations identified for this position:
  - Lifting awkward loads
  - Dealing with difficult customers

## Building Official Job Description

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- Extension of regular work hours during peak operations
- Operating company vehicles
- Working alone
- Computer workstation ergonomics
- Exposure to potentially aggressive animals
- Exposure to inclement weather (hot and cold temperatures)

### **Qualifications, Experience and Requirements:**

- Membership and minimum Level I certification with BOABC;
- In position to complete all other certifications required by the Building Act by 2021;
- Grade 12 supplemented by a post-secondary diploma or certificate in Building Technology or related discipline;
- Minimum of four years' experience in the building trades/construction industry;
- Sound knowledge of residential and commercial construction methods and the BC Building and Plumbing Codes;
- Solutions-oriented with the ability to problem solve within the scope of the Building Bylaw and other relevant legislation;
- Knowledge of geotechnical matters as they relate to building safety;
- Ability to effectively read and interpret construction drawings;
- Knowledge of, and experience with, municipal operations;
- Ability to prepare and maintain work records and correspondence;
- Valid Class 5 BC Drivers Licence and satisfactory Driver's Abstract
- Proficient with computers and all aspects of MS Office;
- Ability to establish and maintain an effective working relationships with a variety of stakeholders and Staff;
- Ability to communicate effectively, both written and verbally;
- Ability to maintain confidentiality and to exercise courtesy and tact when dealing with both the public and Staff;
- Available to work outside regular office hours for evening meetings, special events such as community events hosted by the Village, or in emergency situations; and
- Must be able to organize work to meet deadlines.