

Building Official

Reports to: Manager of Development Services
Full-time, Permanent position

Summary:

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.

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
- Other relevant duties as required

Skills and Experience:

- Membership and minimum Level I certification with BOABC
- completion of all certifications required by the Building Act
- Grade 12 supplemented by a post-secondary diploma or certificate in Building Technology or related discipline or equivalent combination of training and experience
- 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 would be an asset
- 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 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
- Must be able to organize work to meet deadlines.

Emergency Operations Responsibilities:

All persons employed by the Village of Pemberton will be required to assist the Village in providing emergency services. Duties assigned during an emergency may differ from regular duties.