

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. Assisting developers, builders and homeowners, the Village relies on the Building Official to be a positive and conscientious presence in the community.

Responsibilities:

- Reviews drawings and documents for building code compliance
- Performs building inspections and plan evaluations
- Supports the review and processing of building permits and 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 and planning bylaw-related complaints
- Other relevant duties as required

Skills and Experience:

- 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
- Ability to communicate effectively, both written and verbal
- Ability to maintain confidentiality and exercise courtesy and tact
- Must be able to organize work to meet deadlines
- Solutions-oriented with the ability to problem solve

The following qualifications are desired, but with the right combination of skills and experience, plus a drive to learn and grow professionally, the Village would be able to support specific training and certifications to help meet some of the following:

- Membership and Level I certification with Building Official Association of BC
- Completion of all certifications required by the Building Act
- 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
- 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

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.