

## BUILDING OFFICIAL I, II, III

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Under the direction of the Director Development, Planning & Climate Action, 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

Please Note: Our preference is to only hire a fully qualified Building Official III. However, if there are no candidates deemed fully qualified, candidates for the Building Official II and Building Official I postings will be considered.

The following qualifications are desired.

- BC Trade Qualification or inter-provincial carpentry ticket and/or graduation from a recognized building technology course.
- *Building Official I*
  - Must have passed the Building Officials Association of BC Level I examinations.
- *Building Official II*
  - Level II certification with the Building Officials Association of BC.
- *Building Official III*

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**Developed By:** Human Resources  
**Updated:** July 2025



- Level III certification with the Building Officials Association of BC.
- Membership with Building Official Association of BC
- 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:**

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

### **Posting Details:**

Job Location: Municipal Hall, Prospect Street (Ability to work remote up to 50% of regular hours)

Job Type: Full-time, Perm

Application Deadline: Sept 15, 2025

Estimated Start Date: TBC

Building Official I

Job Grade: 5

Salary: \$70,051.00

Building Official II

Job Grade: 4

Salary: \$82,567.00

Building Official III

Job Grade: 3

Salary: \$100,662.00

*The Village of Pemberton is committed to diversity, inclusion, and accessibility. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you have a passion for serving the community and supporting a healthy, safe workplace, we want to hear from you. We celebrate diversity and welcome applications from all interested candidates*

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