



JOB DESCRIPTION

Position: Building Official I

Union: CUPE Local 374

Approval Date: January 23, 2026

1. FUNCTION

Reporting to the Director of Development Services and under the guidance of the Senior Building Official, this position is primarily responsible for skilled technical work relating to the application and enforcement of the BC Building and Plumbing Codes. This position includes reviewing building and plumbing permit applications, including plans and specifications; arranging for the necessary revisions to conform to the applicable codes; inspecting construction work in progress at intervals; and issuing applicable permits. The work is performed with minimal supervision. Knowledge of the BC Building and Plumbing Codes and applicable municipal bylaws, standards and regulations is required.

2. TYPICAL DUTIES

- a) Enforce BC Building Code and other regulations and bylaws affecting buildings, plumbing, signs, licenses, and other regulations of general application. This includes contacting contractors, developers and owner-builders to document infractions, clarify proposals and provide guidance as necessary.
- b) Inspect Part 9 buildings under construction to ensure compliance with established codes, standards, regulations and bylaws and, if necessary, write orders to correct deficiencies.
- c) Examine and check plans, drawings and permit applications for compliance with applicable codes and bylaws.
- d) Issue building and plumbing permits, stop work orders, occupancy permits and various construction permits as they affect the construction of buildings and the installation of plumbing.
- e) Receive and investigate alleged violations of building and plumbing code regulations and undertake the necessary remedial action in consultation with the Senior Building Official.
- f) Work with the Fire Prevention Officer on inspections and enforcement of regulations and with other departments as required for investigation and enforcement of related municipal bylaws.
- g) Provide technical guidance to contractors, developers, engineers, architects and the public regarding requirements, policies and bylaws affecting construction of buildings, both orally and through clear written communication.
- h) Maintain a logbook of daily activities.

- i) Formulate or make recommendations to the Senior Building Official on bylaws and policies that have an impact on building operations.
- j) Work with the Fire Prevention Officer on inspections and enforcement of regulations.
- k) Seek to improve the productivity and quality standards of the work of the department.
- l) Perform other related duties and assume such responsibilities as assigned by the Director or Senior Building Official.

3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- a) Working knowledge of the BC Building and Plumbing Codes, *Local Government Act*, and applicable municipal bylaws, standards and regulations.
- b) Working knowledge of all types of building construction, materials and methods and all stages of construction.
- c) Ability to read and interpret plans and specifications of construction drawings quickly and accurately and to compare them with construction in progress.
- d) Ability to detect structural and other faults and to appraise for quality of construction and physical depreciation.
- e) Ability to successfully communicate, exercising tact and persuasive diplomacy, with contractors, developers, and the general public.
- f) Good written and oral communication skills.
- g) Ability to efficiently plan, organize and manage workload and projects, set priorities, meet deadlines, and work under pressure.
- h) Ability to keep accurate records and perform clerical duties.
- i) Ability to use networked computers and software programs associated with municipal government functions and building plan review.

4. TRAINING AND EXPERIENCE

- a) Completion of Grade 12, supplemented by trade school training to journeyman level, or by engineering or technical training in civil or structural fields, together with experience in building construction, including plumbing.
- b) Level 1 Building Certification from Building Officials Association of British Columbia (BOABC).
- c) Level 1 Plumbing Qualification from Building Officials Association of British Columbia (BOABC).
- d) Minimum of 3 years experience as a building inspector.
- e) Valid BC Class 5 Driver's Licence.