



JOB DESCRIPTION

Position: Senior Building Official

Union: CUPE Local 374

Approval Date: July 24, 2025

1. FUNCTION

Under the general direction of the Director of Development Services, the Senior Building Official is responsible for inspection of all buildings to ensure that design, siting, materials and workmanship comply with all relevant codes, bylaws and regulations. The Senior Building Official will exercise considerable independence of judgment and action in carrying out assignments in accordance with department policies, plans and objectives.

2. TYPICAL DUTIES

- a) Assist the Director in the administration of the Building Department, which involves leadership in supervising and directing the day to day administration of the Building section of the Development Services Department.
- b) Enforce BC Building Code and other regulations and bylaws affecting buildings, plumbing, signs, licenses, and other regulations of general application.
- c) Inspect buildings under construction to ensure established codes, standards, regulations and bylaws are being met and orders to correct deficiencies as necessary.
- d) Examine and check plans, drawings and permit applications for compliance with applicable codes and bylaws.
- e) Monitor and approve all equivalencies for products and code issues.
- f) 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.
- g) Investigate alleged violations of building and plumbing code regulations.
- h) Distinguish between situations covered by codes and situations that require engineer's certification and ensure that this is obtained.
- i) Provide technical guidance and advice to contractors, developers, engineers, architects and the public with regard to requirements, policies and bylaws affecting construction of buildings both orally and when necessary through clear written communication.
- j) Maintain a logbook of daily activities and prepare monthly and annual statistics of Building section activities.

- k) In coordination with the Director of Development Services, prepare annual budget estimates.
- l) Formulate or make recommendations to the Director on bylaws and policies that have an impact on building operations.
- m) Provide staff support and attend meetings of the Board of Variance, and attend meetings of Council as required.
- n) Contact contractors, developers and owner-builders to register infractions, clarify proposals and advise where necessary.
- o) Work with the Fire Prevention Officer on inspections and enforcement of regulations including those pertaining to installations of heating equipment.
- p) Attend the Courts when enforcement requires evidence be given to support the request for a Court Order or a charge is laid for an infraction of a building bylaw or code.
- q) Under the direction of the License Inspector, ensure that business premises are licensed in accordance with Town bylaws, inspecting all such premises to ensure compliance with the Business Licence Bylaw, Building Code and other relevant bylaws.
- r) Receive, investigate and undertake necessary remedial action to resolve bylaw enforcement in consultation with the Director.
- s) Investigate and assess building damage claims made against the municipality or assist with this process.
- t) Direct and supervise other inspection staff.
- u) Constantly seek to improve the productivity and quality standards of the work of the department.
- v) Achieve and maintain good working relationships with staff, the public and Council.
- w) Perform other related duties and assume such responsibilities as assigned by the Director.

3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- a) Thorough knowledge of all codes, Acts, bylaws, standards, regulations and requirements governing the construction industry.
- b) Thorough knowledge of the methods and materials used in the construction, repair and alteration of buildings.
- c) Substantial knowledge of the *Local Government Act* and its application to the construction industry.
- d) Ability to work with minimal supervision and direct/supervise other staff.

- e) Ability to use networked personnel computers and associated computer programs.
- f) Strong attention to detail and organizational skills.
- g) Ability to apply workplace safety protocols in various settings including construction sites.
- h) Strong verbal and written communication skills.
- i) Ability to liaise with internal and external contacts and to establish and maintain effective working relationships with other employees, professionals, and the public.
- j) Independent and a proactive self-starter – can contribute productively and work with minimal supervision, while also working within a team environment.
- k) Ability to be flexible and change course effectively as needed.

4. TRAINING AND EXPERIENCE

- a) Completion of Grade 12 or equivalent, supplemented with courses in building construction technology or completion of a recognized building trades apprenticeship.
- b) Level 3 certification from the Building Officials' Association of British Columbia (BOABC).
- c) Minimum 5 years of experience in building design and/or construction in addition to 5 years related experience in a municipal environment.
- d) Level 2 Plumbing certification.
- e) Valid class 5 BC Driver's License.