

## Building Official – Level 2

### Development Services

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<b>REPORTS TO:</b>	<b>MANAGER OF PLANNING, DEVELOPMENT &amp; SUSTAINABILITY</b>
<b>DEPARTMENT:</b>	<b>COMMUNITY SAFETY &amp; DEVELOPMENT</b>
<b>SECTION:</b>	<b>DEVELOPMENT SERVICES</b>
<b>LAST UPDATED:</b>	<b>JULY 2025</b>
<b>DIRECT REPORTS:</b>	<b>N/A</b>

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### Position Summary

Reporting to the Manager of Planning, Development & Sustainability, the Building Official Level 2 is primarily responsible for the review, approval, and processing of building and plumbing applications, including inspections.

### Responsibilities

1. Reviews and issues building, sign, and plumbing permits in compliance with applicable regulations such as the City's Zoning Bylaw, Servicing Bylaws, B.C. Energy Step Code, B.C. Building Code, and WorkSafe B.C. for Part 9 residential and small commercial buildings.
2. Calculates and determines Permit Fees and Development Cost Charges where applicable.
3. Schedules and conducts inspections to ensure all works substantially meet minimum code and other related standards and regulations.
4. Coordinates inter-departmental and external agency review of complex Building Permits as appropriate.
5. Takes administrative and enforcement action as may be required to ensure compliance with City Bylaws, Codes, and other related standards and regulations, including Stop Work Orders where appropriate. Reviews serious compliance issues with the Manager of Planning, Development & Sustainability.
6. May provide support in the preparation of staff reports on building-related matters as required.
7. Provides information services to the public on technical, regulatory, and Building & Plumbing Code requirements, including relevant City Bylaws.
8. Complies with, and promotes safe work practices and procedures, in support of a safe and healthy work environment.
9. Performs other related duties as assigned.

### Qualifications

- BOABC Level 2 qualification and POABC Level 1 qualification.
- Diploma in Building or Civil Technology, or related field, or equivalent.

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- Sound knowledge of residential and commercial construction methods and B.C. Building and Plumbing Codes.
- Minimum 3 years building inspection experience.
- Ability to read and interpret building plans, specifications, and drawings.
- Practical experience in the construction industry an asset.
- Ability to prioritize workloads, to work independently with minimal guidelines and supervision, and to perform tasks under periodic work pressure.
- Ability to deliver high levels of customer service and deal effectively and courteously with the public, council, staff, contractors and external agencies.
- Ability to work collaboratively with others and to contribute to a team environment.
- Demonstrated verbal and written communication skills.
- Proficient with computers and MS Office Suite.
- Familiarity with building inspection software.
- Valid Class 5 Driver's Licence.