

## **CITY OF TERRACE**

### **VACANCY**



## **SENIOR BUILDING/LICENCE OFFICIAL**

### **(Regular Full-Time)**

Situated on the Skeena River and nestled in the Coast Mountains, Terrace is a unique and vibrant community with a strong sense of culture and heritage. As the regional service centre for the Northwest, Terrace offers a number of amenities including shopping, educational and healthcare services, as well as unparalleled outdoor activities including world-class fishing, white water rafting thrills, cross-country and downhill skiing (with the ultimate in back-country experiences), golfing with beautiful mountain scenery at every hole, endless camping, hunting, hiking, and mountain bike trails, and much more.

The City of Terrace is currently looking for a qualified applicant to fill the position of Senior Building/Licence Official with the Development Services Department. Under the direction of the Director of Development Services, the successful candidate will oversee business licencing and enforce miscellaneous bylaws within the City of Terrace. This position also supervises and directs the Assistant Building/Licence Inspector(s) and clerical support staff. The successful candidate will possess exemplary communication skills as well as the skillset and vision to assist the community during this exciting period of economic growth and transition.

If you are excited about working with an outstanding team of motivated and friendly individuals and you share our values of integrity, teamwork, and community – join us today!

### **Examples of Work Performed:**

1. Review and approve building plans and specifications for compliance with Municipal building and zoning regulations, B.C. Building, Plumbing and Fire Codes, and issue Building Permits;
2. Conduct on-site inspections of buildings under construction, additions and repairs to existing buildings, and water and sewer connections, for conformance to B.C. Building Code, Municipal building and zoning regulations and Development Permit requirements;
3. Issue Occupancy Permits;
4. Enforce bylaws as they relate to the Building/Licensing Department functions (e.g., Building, Zoning, Mobile Home, Sewer and Water, Signage, and Business Licence Bylaws, and draft bylaw amendments, as required;
5. Respond to enquiries relating to building construction and the Building Code, and liaise with the City Planner and Council regarding the Zoning and Subdivision Bylaws, Board of Variance, Development Variance and Development Permits;
6. Supervise Assistant Building/Licence Inspector(s) and clerical support staff, and oversee the business licence function;
7. Prepare reports and maintain records and statistics;
8. Assist in the preparation of the annual operating and capital budget;
9. Other duties, as required.

**Minimum Training and Experience:**

1. Secondary school graduation;
2. Two years' technical school related to building construction;
3. Minimum of five years' related experience in building inspection, carpentry, plumbing or other related field;
4. Level III Building Inspector BOABC Certification, or Level II Certification with the eligibility to obtain the Level III Certification within three (3) years;
5. Membership in good standing with the BOABC shall be considered an asset;
6. Ability to interpret and apply blueprints, drawings, specifications, standards and regulations;
7. Knowledge of the B.C. Building Code, Municipal bylaws and other applicable regulations and legislation;
8. Supervisory experience;
9. Proficiency in operating personal computers and Microsoft Office software;
10. Ability to work independently and to accomplish tasks and assignments;
11. Ability to deal effectively with co-workers, contractors and the public;
12. Good written and oral communication skills;
13. Valid Class 5 B.C. Driver's Licence.

Job Specific Testing may form part of the interview/selection process. This is a regular full time Union position (CUPE Local 2012) with a 40 hour work week and offers a competitive wage and benefits package.

Forward applications to **Briana Pellegrino, Human Resources Manager, City of Terrace, 3215 Eby Street, Terrace, B.C. V8G 2X8 Tel. (250) 638-4723 Fax (250) 638-4777 (or e-mail to [bpellegrino@terrace.ca](mailto:bpellegrino@terrace.ca)). Please refer to Job Posting #22-2017 when submitting your resume.**

The City of Terrace thanks all applicants for their interest, however only those being considered for an interview will be contacted.