



External Posting Columbia Shuswap Regional District

Is seeking a highly motivated individual to fill the following position:

Building Inspection Assistant (1 Position – Permanent Full-Time)

Looking for an exciting job in BC's beautiful Shuswap? Come join our team and enjoy a lifestyle that blends outdoor recreational opportunities and diverse cultural activities.

The Columbia Shuswap Regional District (CSR) is expanding its building regulation service January 1, 2018 and is now accepting applications for a full-time Building Inspection Assistant position based out of its Salmon Arm, BC office.

Under the general direction of the Team Leader, Development Services, the Building Inspection Assistant is responsible for responding to a variety of building inspection and permit enquiries directed to the Development Services Department and processing building permit applications.

The Building Inspection Assistant works closely with Development Services staff to provide a high level of customer service to requests for information, advice and direction from internal and external clients in regard to building permit applications, issuance of building permits, and related bylaws.

Education, Training and Experience Requirements: Grade 12 or equivalent supplemented by a diploma in Building Technology or a related discipline from a recognized post-secondary institution plus a minimum of two (2) years' experience working in the field of construction, preferably in carpentry or mechanical trades, and one (1) year relevant experience, preferably in a local government planning or building department and/or related field such as construction management, or an equivalent combination of training and experience.

Required Licenses, Certificates and Registrations:

Building Officials Association of BC Level 1 certification is preferred but not required.

Valid BC Driver's license or equivalent is required.

This is a permanent full-time position and is subject to the provisions of the Collective Agreement negotiated between the CSR and CUPE Local 1908. The salary range for this position is \$1,860.08 to \$2,114.05 bi-weekly (July 2017 rates) with an attractive benefit package. Typical hours of work for this position are Monday through Friday from 8:00 AM to 4:00 PM. (Option to work an additional half hour and participate in flex schedule.)

A copy of the related job description is available on the CSR website: www.csr.bc.ca/news-notices/opportunities/careers.

Applications will be treated as confidential and must be received by **4:00 pm Tuesday, September 26, 2017**. Interested applicants must send a letter of interest and résumé to:

Lori Gervais, Payroll Administrator/HR Assistant
Columbia Shuswap Regional District
555 Harbourfront Drive NE
Box 978, SALMON ARM, BC, V1E 4P1
Telephone: (250) 833-5912
E-mail: lgervais@csr.bc.ca

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.