

Corporation of the District of Central Saanich
Planning and Building Services Department

EXTERNAL POSTING

Building Official 3

(Full-Time Position)

Regular Full-Time Pay Grade 79: \$44.53 – 48.17 per hour (Jan 2020 rate)

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island, is part of the Greater Victoria Area and enjoys the reputation of being among the best locations in Canada to work, live and play. The District is bounded on both the east and west by ocean with many beach access points and is central to all amenities of the Greater Victoria area. This community of 17,000 residents has a vibrant, rural/small village character and includes the Tsawout and Tsartlip First Nations. With a progressive Council and a highly skilled team of staff, the Building Services Division plays an imperative role in serving residents, developers, builders and the business community with professional building inspection and development review services.

Reporting to the Chief Building Official, this position supports the administration and enforcement of all codes and bylaws affecting building, plumbing, signs, business licences and other regulations. The key responsibilities of this position are related to Part 3 complex building and plumbing permits and include: application review, permit issuance, inspections or on-site monitoring, the commissioning of new buildings and issuing occupancy certificates. The position works closely with staff in Planning, Engineering, Fire and Bylaw Enforcement to ensure an efficient and comprehensive development review process.

Key skills and abilities include creating effective working relationships with internal staff, the building community, business owners, elected officials and the public; dealing with enquiries, complaints, and requests with promptness, tact, and diplomacy; and keeping detailed and accurate records utilizing Tempest software.

The ideal candidate will possess Level 3 Certification from the Building Officials Association of BC, with an RBO designation, have a minimum of 5 years of inspection experience as a Building Official and have a minimum Level 1 Certification on the B.C Plumbing Code. The salary for this full-time position is \$44.53 (Step 1) to \$48.17 (Step 3) (2020 rates) per hour with an excellent benefit package. Interested candidates are invited to submit their resume to resume@csaanich.ca by 3:00 pm on January 22, 2021.

Jarret Matanowitsch
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