



**The DISTRICT OF CENTRAL SAANICH is seeking an experienced  
Building Official 3  
Competition Number 2021-14**

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island enjoys the reputation of being among the best locations in Canada to work, live and play. Central Saanich is bounded on both the east and west by ocean and is known for its scenic rolling countryside and bounty of farms. This community of 18,000 residents has a vibrant, small village character and includes the Tsawout and Tsartlip First Nations; and it is central to all amenities of the Greater Victoria area.

Reporting to the Chief Building Official, this position supports the administration and enforcement of all codes and bylaws affecting building and plumbing, signs, licenses, and other regulations of general application and assists in the day to day administration of the Building Division of the Planning and Building Services Department. The key responsibilities of this position are the review of Part 3 complex building permit applications and plumbing permit applications, the issuance of building and plumbing permits, and completing inspections or on-site monitoring for building and plumbing permits.

This position requires a high level of time management and organization skills and the ability to work independently and to prioritize work to meet deadlines. Strong communication and relationship building skills are required to maintain effective working relationships with other employees, development industry professionals, service agency representatives and the general public. The position works closely with staff in Planning, Engineering, Fire and Bylaw Enforcement to ensure an efficient and comprehensive development review process.

The ideal candidate will have five years of experience as a Building Official, hold Level 1, 2 & 3 certifications from the Building Officials Association of BC (BOABC) and have a current valid class 5 BC Driver's License. We may consider an under-implementation in this role, so if you are interested in growing your building official career to become a level 3, please consider submitting your application.

Please see the attached job description for further information on the duties and requirements of the role.

The wage range for this full time position is \$44.53-\$48.17/hour (2020 rates) with an excellent benefits package. For an under implemented candidate, the wage rate would be commensurate with your experience. Interested candidates are invited to submit their resume and covering letter, quoting the competition number to [resume@csaanich.ca](mailto:resume@csaanich.ca). The posting will remain open until the right candidate is found.

The District of Central Saanich thanks applicants for their interest, and advises that only those candidates under active consideration will be contacted.



**Job Description**  
**Building Official 3**  
**Planning and Building Services Department**  
**(pay grade 79)**

**General Accountability**

Reporting to the Chief Building Official, this position supports the administration and enforcement of all codes and bylaws affecting building and plumbing, signs, licenses, and other regulations of general application and assists in the day to day administration of the Building Division of the Planning and Building Services Department. The key responsibilities of this position are the review of Part 3 complex building permit applications and plumbing permit applications, the issuance of building and plumbing permits, and completing inspections or on-site monitoring for building and plumbing permits.

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**Illustrative Duties**

**Building Inspection**

- Work closely with registered professionals on the coordination of building and plumbing permit files, throughout the application review and construction process
- Conduct on-site inspections or monitoring of all building types, including Part 3 complex buildings under construction to ensure established codes, standards, regulations and bylaws are being met
- Examine and check plans and permit applications for compliance with applicable bylaws and codes
- The issuance of building and plumbing permits, and other construction permits that may be required
- Maintain a logbook of daily activities, and help prepare monthly and annual statistics of Building Section activities
- At project completion, ensuring the commissioning of new buildings, issue occupancy permits and completion permits
- Issue stop work orders when bylaw and code violations have been identified
- Investigate alleged violations of building and plumbing code regulations
- Advise the public as to policy and procedures that relate to the construction of buildings.
- Assist contractors, developers, engineers and architects with regard to requirements affecting construction regulations and practices
- Make recommendations on the implementation and updating of codes and policies.

- Assist the Chief Building Official with Alternative Solution requests
- Maintain required annual continuing professional development credits as per BOACB to retain membership and designation

### **Bylaw Enforcement**

- Assist with administration and enforcement of all regulatory bylaws and related legislation
- Assist with advising the Public with policy and procedures that relate to bylaw administration and enforcement
- Gather evidence and prepare reports on violations and attend the Courts when enforcement requires evidence to be given to support the request for a Court Order or a charge is laid for an infraction

### **Other**

- Maintain a system of processing permits, inspections and bylaw enforcement on computer
- Examine and recommend approval of business licenses
- Assist the Bylaw Enforcement Officer as required
- Assists with operation of the Emergency Management Program
- In the event of an emergency/disaster, participates in emergency duties
- Performs other duties related to the purpose, scope and illustrative duties of the position

<b>Knowledge, Skills and Abilities on the Job</b>
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- Knowledge of the methods and materials used in the construction, repair and alteration of buildings
- Knowledge of all codes, Acts, bylaws, standards, regulations and requirements governing the construction industry in British Columbia
- Knowledge of WorkSafe BC regulations and responsibilities
- Knowledge of the Local Government Act and its application to both construction, planning and administrative matters
- The ability to effectively and efficiently plan, organize and manage workloads and projects, set priorities, meet deadlines and work under considerable stress
- The ability to work independently and to prioritize work and meet deadlines
- The ability to establish and maintain effective working relationships with other employees, the building community, business owners, elected officials and the general public
- Ability to effectively deal with enquiries, complaints, and requests with promptness, tact, diplomacy and accuracy
- The ability to communicate effectively in oral and written form
- Experience in Windows based programs including Microsoft Office and Tempest Prospero Permit Tracking System, both desktop and mobile versions

<b>Requirements</b>
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- Completion of Grade 12 or equivalent qualifications and experience in building construction technology or completion of a recognized building trades apprenticeship
- Five years of experience in building design and/or construction
- Five years experience as a Building Official
- Level 3 Certification from the Building Officials Association of BC (BOABC)
- Level 1 Certification on the B.C. Plumbing Code and preferably Level 2 Certification
- Completion of post secondary courses in administration, bylaw enforcement, or similar field
- A current valid class 5 BC Driver's License