



3-Year Term Contract Position

Building Official Competition #8-2022

Sparwood is a friendly and welcoming community of about 4,100 people, nestled in the heart of the Elk Valley in the Southeast Kootenays. As an active community we have great indoor and outdoor recreation facilities, trails and a world class ski hill just 30 minutes away.

The District of Sparwood has an excellent contract employment opportunity for an enthusiastic, highly motivated individual to assume the position as Building Official. The position is for a three-year term, for 24 hours per week (1248 hours per year), at a rate of \$45.00/hr (Certified Level 2 Building and Level 1 Plumbing Official) to \$50.00/hr (Certified Level 3 Building Level 1 Plumbing Official) plus benefits as per employment standards.

Contract Summary

The focus of the Building Official's contract is to provide permitting and inspection services in the building and plumbing disciplines. The work involves review of permit applications, issuance of permits, inspection of construction and enforcement of the District's [Building Bylaw](#) and BC Codes.

Responsibilities:

- Examine and review building plans, drawings and applicable documentation to ensure conformance to bylaws, building and plumbing codes, and standards.
- Issue permits for construction and structures in accordance with applicable bylaws, codes and regulations.
- Ensure that building permit applications are processed in an effective, efficient manner within time constraints established by the District of Sparwood.
- Administer the District's Building Regulations Bylaws, the British Columbia Building Code, and relevant District of Sparwood bylaws, ensuring bylaws are upheld in a concise and consistent manner
- Approve or reject inspected work and enforce changes and corrections as required.
- Enforce bylaws where work is being done in contravention of such regulations through available tools including of "Stop Work" orders, revocation of permits, or registration of a Section 57 note against land title.
- Continually update, consolidate, and document changes in legislation relative to compliance within the District.
- Assist with the preparation and recommendation of amendments to relevant District bylaws.
- Assist with the generation of monthly, quarterly, and annual building statistical reports.
- Input and retrieve information from the District's electronic system for permits and inspections.
- Respond to resident inquiries with respect to building related questions.
- Perform other duties as required.

The Ideal Candidate Will Have:

- BOABC Level 3 Building and Level 1 Plumbing Certification.
- Successful completion of Level 1 Justice Institute's Bylaw Enforcement Program.
- Demonstrated ability to work independently with minimal supervision.
- Experience in the construction industry either as a tradesperson or designer.
- A demonstrated ability to provide a high level of customer service, with a balanced approach to decision making.
- Strong interpersonal and communication skills.

Required Skills and Abilities / Work Demands

- Certification as a BOABC Level 2 (Level 3 preferred) Building and Level 1 Plumbing Official. BOABC Building Official Level 2 Trainees may be considered.
- Eligible for membership in the License Inspectors' and Bylaw Officers' Association of BC.
- Direct knowledge and experience in people management, strategic planning, court processes/services and proceedings.
- Experience in construction, with the ability to read and interpret building plans.
- Thorough understand of BC Building Regulations, the Community Charter, and the Local Government Act.
- Possess strong ethical standards, work ethic, and attention to detail.
- Valid BC Class 5 Drivers Licence.
- Ability to maintain a high level of confidentiality.
- Ability to organize work in an efficient manner to provide timely service to the community.
- Ability to work with the public in a courteous and tactful manner in accordance with the District's [Code of Conduct Policy](#).
- Experience with data entry and good working knowledge of the MS Office environment.
- Ability to work outside in inclement weather and in awkward positions, frequently stand and walk throughout the day.

Qualified applicants who are offered and accept the role may be required to complete a satisfactory pre-employment Background Check. This may consist of all or a combination of the following: Canadian Criminal Record check, an Employment Verification and/or an Education and Accreditation Verification and a Clean Drivers Abstract.

Interested applicants should submit a resume and cover letter by 4:00 pm Mountain Time on August 17, 2022 to:

Jenna Jensen
Manager of HR & Communications
District of Sparwood
Phone: 250.425.6271
Email to: careers@sparwood.ca