



## TOWN OF COMOX

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### **Internal/External Posting** **CASUAL RELIEF BUILDING INSPECTOR II** **TOWN HALL**

The Town of Comox invites applications for the casual Building Inspector II position at Town Hall. This is an on-call Union position (CUPE Local 556) with a current rate of pay of \$41.65 per hour plus 12.8% in lieu of vacation and benefits. The successful applicant will be required for vacation replacement, sick leave and extra shifts.

Reporting to the Director of Development Services, the Building Inspector II is responsible for daily organization of several duties in the Building Inspection department. This casual position is responsible for reviewing and approving plans and specifications to ensure requirements of the Building Code are met and that engineering aspects of buildings, signs and plumbing installations comply with requirements of municipal specifications and bylaws.

Typical duties include:

- Checking plans and applications for the construction of buildings submitted for the issuance of building permits;
- Reviewing applications to the department including Building, Plumbing, Sign, Demolition and Moving permits;
- Undertaking site assessments; and
- Handling problems, complaints, and inquiries from the public and others, and providing information and technical assistance.

#### **Required Knowledge & Skills:**

- Graduation from a University or Institute of Technology with a degree/diploma in the Civil or Building discipline and/or extensive carpentry experience to a journeyman level;
- Building Officials Association of B.C. Level 3 certification or Level 2 with Level 3 certification within 3 years of hiring;
- Plumbing Officials Association of BC Level 1 certification;
- Ability to accurately read and interpret complex plans, specifications, engineered design, mathematical calculations and other data, and to compare them with construction in progress;
- Ability to use, update and maintain a GIS for performing geo-spatial data processing, spatial analysis, map interpretation and creating maps and graphics for a variety of uses;
- Excellent interpersonal, written and oral communication skills, including the ability to establish and maintain effective working relationships with internal and external contacts and applicants;
- Excellent computer skills, including MS Office (Excel, Word, Outlook); and
- Valid BC Driver's Licence

**A complete job description is available upon request.**

Applications should be directed to the attention of Lia Pesklevits, Executive Coordinator, by email [lpesklevits@comox.ca](mailto:lpesklevits@comox.ca) and will be received until **4:30 pm Thursday September 15<sup>th</sup>, 2022.**

*We wish to thank all applicants however only shortlisted candidates will be contacted.*