

## **Building Official (Level II or III)**

### **Permanent Full-time, 35 hours per week**

Are you naturally collaborative, service-oriented and community-focused? Do you want to make a difference in your community and be part of an organization that has a direct impact on the quality of life of residents in the Comox Valley? At the Comox Valley Regional District (CVRD) we are committed to fostering a respectful, inclusive, equitable and diverse workplace which is representative of the community we serve. Our core values-**collaboration, service, accountability** and **sustainability** help guide us in everything we do. If you share our commitment and values, please consider applying with us.

In addition to the Comox Valley being an attractive geographic location to live and play, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains, working at the CVRD provides work/life balance through flexible work options (including remote work up to three days per week for eligible positions), competitive salary and wages, employer-paid benefits package, and defined-benefit municipal pension plan. At the CVRD we value continual learning and growth and support employees' development through technical, professional, and leadership training.

Working with the CVRD is a plus for everyone. To learn more, visit our website at [www.comoxvalleyrd.ca/about/careers/work-cvrd](http://www.comoxvalleyrd.ca/about/careers/work-cvrd)

We are accepting applications for a permanent full-time **Building Official II or III** to join our Planning and Development Services team **beginning in January 2023**. The Building Official conducts inspections of buildings to ensure compliance with the building bylaw, the building code, and other enactments; issues permits and assists the public with building, permit, and inspection matters. Reporting to the Manager of Building Inspection Services, the primary responsibilities of this role include:

- Inspecting building projects and buildings for which a permit has been issued to determine compliance to the building bylaw, the building code, and other enactments respecting safety;
- Discussing construction matters with owners, designers, and contractors, and advising of deficiencies;
- Ensuring deficiencies are corrected and where required, determining appropriate enforcement actions including issuing stop work orders;
- Reviewing documents including plans, drawings, certificates, and reports received from customers, lawyers, engineers, and other building industry professionals to ensure compliance;
- Keeping accurate manual and electronic records of inspections, deficiencies, and enforcement actions, and preparing related reports as required;
- Providing technical assistance as required to building and planning staff regarding the interpretation of the building bylaw, the building code, and other enactments respecting safety;
- Assisting customers at the building inspection counter and responding to telephone enquiries; explaining bylaws, policies and procedures and responding to complaints about building, permit, and inspection issues;

- Receiving and reviewing supporting forms, documents, and plans for permit applications;
- Investigating reported complaints/infractions and enforcing CVRD building bylaws;
- Liaising with the planning department, fire and health agencies, and other agencies to collect information and resolve issues during the building permit and inspection process.

Our ideal candidate is:

- A strong communicator with the ability to exercise sound judgement and resolve conflict when required;
- Safety-conscious with a demonstrated commitment to safe work practices;
- Analytical with a creative approach to problem solving;
- Organized and detail-oriented with the ability to keep accurate and complete records;
- Educated in Building Construction Technology at the post-secondary level (two-year diploma or equivalent, such as trades qualification in carpentry);
- Experienced in building construction with strong knowledge of the BC Building Code, related bylaws, standard practices, methods, materials, tools and equipment (see detailed requirements below).

**The minimum qualification requirement for this position is Building Level 2 through the Building Officials' Association of BC (BOABC) and Plumbing Level 1 through the Plumbing Officials' Association of (POABC) or eligible for certification within six months of hire.**

**For Level II:**

- Certified with BOABC (Level 2) and POABC (Level 1) or eligible for certification within six months of hire;
- Experienced in the building construction industry with over five up to six years of related experience;
- Other preferred certifications include: Bylaw Enforcement Course-Level 1, TECA Ventilation, AWWA Cross Connection Control and WETBC Code Compliance.

**For Level III:**

- Certified with BOABC (Level 3) and POABC (Level 1) or eligible for certification within six months of hire;
- Certified in TECA ventilation guidelines;
- Experienced in the building construction industry with over seven up to eight years of related experience, including four years as a building official;
- Other preferred certifications include: POABC Level 2, AWWA Cross Connection Control and WETBC Code Compliance and completion of Bylaw enforcement courses (Level 1 and 2).

A valid BC Class 5 driver's license is required for this role. Successful candidates will be required to consent to a Canadian Criminal Record Check (including vulnerable sector search if applicable).

This is a CUPE Local 556 position with a current wage rate of \$41.59 per hour (for Level II) and \$43.80 per hour (for Level III).

To review the complete job description and to apply go to [www.comoxvalleyrd.ca/jobs](http://www.comoxvalleyrd.ca/jobs). If you need assistance with your online application, please email [hr@comoxvalleyrd.ca](mailto:hr@comoxvalleyrd.ca)

The closing date for this position is November 29, 2022 at 3:00 pm. Applications for available positions with the CVRD must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted. If your application is shortlisted, you will be contacted in a timely manner to arrange an interview. Virtual or in-person interviews are available.

*The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.*

*The CVRD is committed to providing a safe, respectful and inclusive work environment. We celebrate diversity and welcome applications from all qualified candidates.*