

# Building Official III

## *Full Time*

*Find out why our AMAZING employees love working for the City of Port Coquitlam!  
Affectionately known as "PoCo", we are an award-winning values-based organization made up of a  
diverse and dedicated team of people who care deeply about the community they serve.*

The City of Port Coquitlam's Development Services Department is looking for a seasoned professional in the role of Building Official III. The successful incumbent to this position provides technical information and assistance to property owners, contractors, engineers, architects and other municipal staff on matters related to the work. This is regulatory and enforcement work of a highly technical nature as described under the Building Act for a Level 3 Building Official involving plan reviewing, monitoring and inspection for buildings and structures to ensure compliance with applicable Acts, codes, standards, bylaws and regulations.

### **The successful candidate will play a key role in:**

- Reviews plans and other documentation accompanying applications for permits to construct, or alter buildings and structures to ensure compliance with applicable codes, Acts, by-laws, standards and regulations
- Monitors and inspects buildings and structures at various stages of completion to ensure compliance with applicable codes, Acts, by-laws, standards and regulations
- Coordinates the processing of applications through relevant City departments. Compiles documentation, recommends and issues a variety of permits
- Reviews and evaluates reports submitted by designers or registered professionals
- Determines compliance for existing buildings being altered, added to or having a change of use
- Provides technical assistance, advice, interpretation and information to property owners, contractors, engineers, architects and other municipal staff on matters related to the work

### **If many of the following characteristics and skills describe you, we would love to hear from you:**

- Post-secondary Diploma in Building Technology or a Trade Certificate in Carpentry
- Minimum one-year experience as a Building Official III
- Registered member of the Building Officials Association of BC Level II as per the Building Act
- Proven ability to communicate effectively, orally and in writing with a variety of individuals
- A commitment to service excellence and continuous improvement
- A positive and fun attitude

### **Why should you consider working for us?**

- Our organization is the ideal size for you to make a difference and have an impact
- We care deeply about the community we serve
- The City has a strong learning culture; we want our people to grow and succeed
- We take our work seriously, but not ourselves
- We are a diverse, inclusive and supportive workplace
- Our compensation starts at \$47.26 per hour and includes a comprehensive benefit package upon successful completion of a four-month probationary period

If you tick off many of the boxes above, we want to hear from you! Please send along your resume and a cover letter that describes your fit for our position to [www.portcoquitlam.ca/cityjobs](http://www.portcoquitlam.ca/cityjobs) noting competition **23-059e** by **June 16, 2023**.

***We wish to thank all applicants for their interest and advise that only those to be interviewed will be contacted.  
The City of Port Coquitlam will conduct a criminal record check.***