



The **DISTRICT OF CENTRAL SAANICH** is seeking an experienced
Building Official 3

Competition Number 2024-08

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.

When you help run a dynamic community, no two days ever feel the same. As part of a growing but tight-knit team, you will have the ability to bring your ideas to the table and influence the organization and the community. Our team is highly collaborative, loves to laugh, is customer service focused, and is dedicated to the fantastic community we serve.

If this sounds like an environment you'd like to be a part of, consider joining us! Click here to learn more:
<https://www.centraalsaanich.ca/municipal-hall/employment-bids>

JOB OVERVIEW

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. Effective 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, including Bylaw Enforcement, Engineering, and Fire to ensure an efficient and comprehensive development review process.

The ideal candidate will possess Level 3 Certification from the Building Officials Association of BC (BOABC) and five (5) years' experience as a Building Official or an equivalent qualifications and experience such as experience in building construction technology or completion of a recognized building trades apprenticeship. Experience should include: Five or more years of experience in building design and/or construction, Level 1 Certification on the B.C. Plumbing Code and preferably Level 2 Certification. Additionally, the incumbent must have a current valid class 5 BC Driver's License.

1903 Mt. Newton Cross Road, Saanichton, BC Canada V8M 2A9

P: +1 (250) 652-4444

E: resume@csaanich.ca

W: CentralSaanich.ca

Please note: 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.

At the District of Central Saanich, we value diversity and are committed to an inclusive, accessible work environment where collaboration and mutual respect bring out the best in all of us. If you need an accommodation for any part of the hiring process, please reach out to us.

The District's COVID-19 Vaccination Policy is currently suspended; however, should circumstances change, you may be required to provide proof of vaccination against COVID-19 to be eligible to continue performing your duties.

The hourly pay rate for this full-time position (7 hours per day), Monday to Friday position is \$50.13 to \$54.22 (2024 rates). Interested candidates are invited to submit their resume and covering letter, quoting the competition number to resume@csaanich.ca by 4:00 pm on May 21, 2024.

We appreciate your application and interest in working with us;
however, due to the volume of applications we receive we are unable to respond to each application
and only those candidates under active consideration will be contacted.



Central Saanich

Job Description Building Official 3 Planning and Building Services (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.

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. Effective 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, including Bylaw Enforcement, Engineering, and Fire to ensure an efficient and comprehensive development review process.

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
- Issuance of building and plumbing permits, and other construction permits as required
- Maintain a logbook of daily activities, and help prepare monthly and annual statistics of Building Section activities
- Ensure the commissioning of new buildings, issue occupancy permits and completion permits at project completion
- Issue stop work orders when bylaw and/or 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 regarding 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

Bylaw Enforcement

- Assist with administration and enforcement of all regulatory bylaws and related legislation
- Assist with advising the public on policy and procedures that relate to bylaw administration and enforcement
- Gather evidence, 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
- Follows all corporate policies and processes
- Participates in emergency duties in the event of an emergency or disaster
- Performs other related duties as required

Knowledge, Skills and Abilities on the Job

- Excellent customer service skills with the ability to develop and maintain effective working relationships
- 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
- Strong knowledge of computerized administrative software and office technology such as Microsoft Office including SharePoint, and Tempest Prospero Permit Tracking System, both desktop and mobile versions
- Ability and willingness to maintain required professional development credits as per BOACB to retain membership and designation
- Knowledge of and willingness to adhere to WorkSafe BC regulations and responsibilities
- Knowledge of the Local Government Act and its application to both construction, planning and administrative matters
- Ability to plan, organize and manage workloads and projects, set priorities, meet deadlines and work independently
- Ability to establish and maintain effective working relationships with other employees, the building community, business owners, elected officials, and the public
- Ability to effectively address with enquiries, complaints, and requests with promptness, tact, diplomacy, and accuracy
- Ability to communicate effectively in oral and written form
- Ability to work positively toward advancing First Nations relations and awareness of federal, provincial, and municipal initiatives advancing Truth and Reconciliation
- Ability to promote and contribute to a positive, diverse, and inclusive team environment

Requirements

- Level 3 Certification from the Building Officials Association of BC (BOABC) and five (5) years' experience as a Building Official or an equivalent qualifications and experience such as experience in building construction technology or completion of a recognized building trades apprenticeship
- Five or more years of experience in building design and/or construction

- Level 1 Certification on the B.C. Plumbing Code and preferably Level 2 Certification
- A current valid class 5 BC Driver's License

Other:

- This role is required to work outside of regular work hours, as operationally needed. Hours of work may be from 8:00 am to 6:00 pm as required.
- This role is able to participate in the District's Flexible Workplace Policy

Please note: 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.

Signature of CAO: _____ original signed _____ Date: _____

Signature of Director: _____ original signed _____ Date: _____