



BUILDING OFFICIALS

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots and we celebrate the one-of-a-kind character of our community.

What We Offer:

Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a City who was proudly presented the 2023 BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

Summarized Position Responsibilities:

The City of West Kelowna is looking for experienced and customer service focused individuals to join our Building team on a full-time basis as Building Officials. Our preference would be individuals with Level 3 certifications, however applicants with Level 1, 2, or 3 will be considered.

Your responsibilities will be to review building permit and business license applications for compliance to building and zoning bylaws, B.C. Building and Plumbing Codes and related regulations. Your role will also include plan examinations, issuing building permits and discussing construction alterations and repairs with homeowners, contractors, and consultants. Your success at this position will be based on a thorough knowledge of building construction methods and the ability to read and interpret plans to provide technical advice for a wide variety of building projects. The ability to communicate verbally and in written form daily will reinforce your customer service skills.

Our Ideal Candidate:

- Certified to Level 1, 2, or 3 in accordance with the Provincial Regulations and Building Officials' Association of BC
- Plumbing Officials Association of B.C. Level I
- Journeyman Level Certification in one or more acceptable construction trade or Civil and Structural Engineering Diploma or equivalent combination of education and experience
- 5 years experience in a related position
- Good working knowledge of development related bylaws, acts, standards and regulations pertaining to the building and construction industry
- Valid Class 5 B.C. Drivers License
- Current Police Information Check
- Excellent communication and interpersonal skills
- Ability to exercise courtesy, tact and diplomacy in sensitive or difficult situations

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 24-13E | Full Time – Permanent
40 hrs/wk | Wage Range \$37.10/hr - \$46.72/hr (\$77,168 - \$97,178)
Benefit Package | Municipal Pension Plan | Earned Time Off Schedule

Human Resources Department
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