



EMPLOYMENT OPPORTUNITY

Position: Building / Plumbing Official Level 2

Department: Building

Status: Exempt Regular Full Time

The District of Invermere is seeking an experienced and customer service focused **Building / Plumbing Official Level 2** to join our team. The selected candidate will be expected to review building and construction plans, issue building permits, and perform on-site building / plumbing inspections.

Under the general supervision of the Manager of Building & Protective Services, the successful applicant will have a thorough knowledge of the BC Building Code and Plumbing Code, general knowledge of the Community Charter and Local Government Act (BC). Primary duties include examining and reviewing building plans, construction drawings, and applicable documentation to ensure adequacy and conformance with construction codes and standards, and municipal bylaws (e.g., Building Bylaw and Zoning Bylaw). This position will also perform regulatory work including inspections of ongoing construction and property to ensure conformance with the above; and take necessary action to ensure all deficiencies and/or requirements are addressed. The work of the Building and Plumbing Official Level 2 also involves inputting, and retrieving, information through the District's computer system/s; for example, recording permits issued and inspection details.

Qualifications:

Applicants must have a Trades Qualification in Carpentry or Plumbing or a diploma from a recognized technical institute in Building Technology and 2 years building design and construction experience. Other levels of trades could be considered. Applicants must possess a valid Class 5 Driver's Licence, a satisfactory Criminal Record Check, and one of the following:

- Level 1 Building Official – BOABC Level 1 building certification with Level 2 building official in training as well as Level 1 plumbing official in training may be considered.
- Level 2 Building Official – BOABC Level 2 building certification and Level 1 plumbing certification.
- Level 3 Building Official – BOABC Level 3 building certification and Level 2 plumbing certification (Level 1 plumbing certification with Level 2 plumbing official in training may be considered).

The position is based on 35 hours per week, Monday to Friday from 8:30 am to 4:30 pm, with an hourly rate range of \$40.04 to \$52.00 per hour based on the level of certification.

Additionally, this position includes extended health & dental benefits and enrollment in the Municipal Pension Plan.

This is an excellent opportunity to join a team dedicated to creating a vibrant, sustainable, complete, and livable community.

The District of Invermere is proud to be an equal opportunity workplace and is committed to promoting and preserving a culture of diversity, equity, and inclusion. We know that our greatest strengths come from the people who make up our team. If your experience and education have prepared you for success in this role and you are committed to working in a manner that supports a respectful, healthy, and safe environment, we invite you to apply. Please submit your cover letter, resume, required certifications, and a current driver's abstract for consideration by the application deadline.

How to apply:

This position will remain open until an applicant has been hired. Persons interested in applying for this position are invited to submit their resumes to:

District of Invermere
Attn: Kindry Luyendyk, Corporate Officer
Box 339, Invermere, BC, V0A 1K0
Email: corporateservices@invermere.net

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

<https://invermere.net/operations/general/career-opportunities/>

This opportunity may remain open until a suitable candidate is found.

*We appreciate all applicant's interest; however,
only those candidates invited for an interview will be contacted.*

Invermere "An ideal place to live, work, and play."



Invermere
on the Lake

Building / Plumbing Official Job Description

DEPARTMENT: Building / Protective Services Department

LEVEL: Exempt Position

JOB SUMMARY:

Reporting to the Manager of Building and Protective Services, and under the general direction of the Chief Administrative Officer, the Qualified and Certified Building-Plumbing Official is responsible for maintaining and enforcing building and plumbing construction design standards in compliance with the BC Building and Plumbing codes and the District of Invermere's bylaws. The primary duties of this position will be detailed review of construction drawings, issuance of building and plumbing permits, inspection of ongoing construction for compliance with relevant regulations, and taking action to ensure deficiencies and/or infractions are corrected. Providing information to building permit applicants and property owners to help ensure compliance with regulations and bylaws is another important duty of this position.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. The Building / Plumbing Official is required to perform work corresponding with the qualification and certification level/s which they are registered to conduct as a member of the Building Officials Association of British Columbia (BOABC). The work performed at the different qualification and certification levels is described briefly below:
 - a. Building Official Level 1 – Plan reviews and/or inspections that are associated with single family residential dwellings (including secondary suites) and basic building types (Simple Part 9 Buildings of the BC Building Code) as defined by the Building Act.
 - b. Building Official Level 2 – The same as Level 1, as well as all small industrial and multi-family residential buildings (Complex Part 9 Buildings of the BC Building Code) as defined by the Building Act.
 - c. Building Official Level 3 – The same as Levels 1 and 2, as well as all buildings governed by Part 3 of the BC Building Code as defined by the Building Act.
 - d. Plumbing Official Level 1 – Plan reviews and/or inspections that are associated with simple plumbing systems (Part 9 and some Part 3 buildings) as defined by the Building Act.

- e. Qualified Plumbing Official Level 2 – The same as Plumbing Official Level 1, including all Part 9 and all Part 3 buildings as defined by the Building Act.
2. Initiates, processes, and monitors building and plumbing applications, and calculates permit fees and enters pertinent information into the District’s computer system/s.
3. Inspects work in progress at intervals outlined in the building bylaw to ensure work is done in compliance with the approved design.
4. Reviews plans and specifications prepared by architects, engineers, and designers to ensure that proposed construction projects are designed in compliance with all applicable codes and regulations.
5. Manages project files and refers to other departments and/or regulatory agencies when specialized approvals are required and ensures that designers and/or developers are notified of deficiencies; and coordinates referral of deficiency notices for resolution.
6. Investigates illegal construction and/or applicable bylaw infractions and takes appropriate action to rectify as required.
7. Researches and responds to technical and procedural inquiries from the public and staff, and provides recommendations on bylaws and building regulation interpretations.
8. Communicates design and construction deficiencies to architects, engineers, designers, and project managers and ensures steps are taken to correct such items.
9. Keeps up to date with changes and advancements in the building industry through demonstrated continued professional development.
10. May provide orientation training to new or temporary staff.
11. Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of BC Building and Plumbing Codes, relevant construction Standards, provincial statutes and regulations, and municipal bylaws.
- Considerable knowledge of building construction methods and materials.
- Qualified and Certified with the Building Officials’ Association of British Columbia as a Level 1 Building Official (Level 2 is preferred) and Level 1 Plumbing Official, or eligible to be qualified and certified as such.
- A minimum of two (2) years of related local government experience would be considered an asset.
- Proficient in the use of WORD, Outlook, and Excel software programs.

- Familiarity with VADIM municipal computer program would be considered an asset.
- Ability to communicate in a courteous and tactful manner and maintain a calm demeanor when enforcing regulations.
- Ability to check building plans and specifications and inspect ongoing construction to ensure compliance with the Building and Plumbing codes, related construction standards, and municipal bylaws (e.g., Building Bylaw and Zoning Bylaw).
- Ability to use tact and discretion when settling requests, complaints, or clarifying information.
- Ability to prepare concise reports and correspondence as required.
- Ability to work independently and efficiently with limited supervision.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

Possession of a diploma from a recognized technical institute in Building Technology or an interprovincial Trades Qualification in Carpentry or Plumbing, and a minimum of 4 years building construction experience. In addition, they must, at a minimum:

- Be qualified and certified as a Level 1 Building Official (Level 2 is preferred) and Level 1 Plumbing Official;
- Be registered, or eligible to be registered, with the Building Officials' Association of BC as a qualified and certified Building and Plumbing Official;
- Possess a valid Class 5 BC driver's license (with a good driving record) or be eligible to obtain a BC driver's license; and
- Provide a satisfactory criminal record check with vulnerable sector clearance.

GENERAL STANDARDS:

All District of Invermere employees shall:

- Take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program.
- Follow established safe work procedures.
- Use protective equipment
- Ask for training if unfamiliar with the requested work to be performed.
- Must be in good health and have sufficient physical strength and agility to perform the required work activities of this position.
- Adheres to District policies and objectives.
- Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.