

Building Inspector 1 Job ID: 2025-0176

The City of Richmond is committed to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset – *our people*. This is a great opportunity to join our team and shape our community. The City of Richmond offers competitive pay programs, comprehensive benefits and attractive incentives. If you are looking to make a difference, and to share our vision “to be the most appealing, livable, and well-managed community in Canada”, then please apply.

Overview

This is a technical and regulatory assessment role, requiring sound knowledge of the design, construction and operation of buildings and their systems, in order to evaluate their compliance to adopted regulations, codes, standards, and City bylaws. The position reports to the Coordinator, Building Inspections and requires considerable independence and judgement when making technical and regulatory decisions, while consistently interpreting the wide-ranging scope of requirements applicable to all building classes and project complexities throughout the City.

Examples of key responsibilities include, but are not limited to:

- Ensure prompt and effective response to permit holder inquiries
- Conduct inspections and assessments of existing buildings and new construction.
- Review of plans and project submission as part of permit issuance processes
- Work in collaboration with other City departments and agencies.
- Research existing plans and records, and review plans prior to inspection.
- Maintain accurate records and files for future reference of all inspections.
- Process and verify compliance reports and declarations related to demolition and recycling.

Knowledge, Skills & Abilities:

- Must be able to communicate clearly and effectively in both verbal and written form.
- Ability to understand and coordinate all phases (design, installation and operation) of building systems, and to act as a resource to external and internal contacts on such systems.
- Must possess strong customer service, coaching and problem solving skills.
- Ability to establish and maintain effective working relationships with owners, professionals, tradespersons, contractors and others, and verify compliance of rules and orders with tact and diplomacy.
- Ability to interpret building plans and working drawings and recognize requirements and suggest corrections.
- Ability to use smart phone, computer, and software applications, such as Microsoft Word, Excel and Outlook, and ability to learn similar property records management system and (GIS) Geographical Information System.
- Ability to perform all duties under minimal technical supervision.
- Ability to prepare clear, concise reports and to prepare and present evidence in Court.
- Ability to acquire and apply knowledge of the departmental policies, procedures, and practices related to the work.
- Ability to successfully clear a Police Information Check, and review of driving record.

Qualifications and Experience:

- Completion of Grade 12, supplemented by completion of a recognized from a technical institute in Building Technology OR completion of a recognized apprenticeship in carpentry, with considerable related journeyman experience
- Diploma in Architectural and/or Building Technology is highly desirable.
- Certification to BOABC Level 2(B) or eligibility for qualification and certification through the Building Official in-training Program is required.

- A valid Class 5 Driver's Licence for the Province of British Columbia.
- Experience in the inspection and/or plan review of commercial, industrial and residential buildings is considered an asset.
- An equivalent combination of training and experience may be considered.

Working Conditions:

- The work is performed in both office and outdoor environments with occasional exposure to conditions requiring the ability to identify and control occupational hazards (e.g. working in environments with moving vehicles and equipment; uneven surfaces; working at heights; environmental hazards; and working alone conditions).
- The incumbent will be required to operate a vehicle on a regular basis, usually within the municipality.

Additional Information:

Location: City Hall

Employee Group: CUPE Local 718

Position Status: Regular Full-Time

PCC#: 1361

Pay Band: J14

Pay Range/Rate: \$45.27 to \$53.44

Hours of Work: 8:15 am to 5:00 pm on a compressed work week.

Internal Closing Date: 9/23/25

External Closing Date: 10/8/25

Openings: 1

The City of Richmond is an inclusive employer committed to employment equity objectives and invites application from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. Should you be contacted and require some form of accommodation during the recruitment process, please let us know and we will endeavour to meet your needs to the best of our ability. If you are unsuccessful, please accept our appreciation for your interest. No Telephone inquiries, please.

This position is restricted to those legally entitled to work in Canada.