

## **DISTRICT OF KITIMAT**

### **BUILDING OFFICIAL I, II, OR III (dependent upon qualifications)**

The District of Kitimat is recruiting for the position of Building Official. Reporting to the Deputy Director of Engineering and the Building Official IV, this position performs inspections, assists bylaw enforcement functions, and reviews drawings and construction plans for conformance with legislation, regulations and standards.

#### **Where is the job?**

Located in Northwest BC, Kitimat is a master-planned greenbelt community and home to just over 8,000 residents. Kitimat provides a stable tax base and is experiencing growth from increased levels of industrial, residential, and commercial development.

To learn more about your Kitimat, visit <https://kitimatbound.ca/move-to-kitimat/>

#### **What will you do?**

Examples of key responsibilities include:

1. Building plan review- examines and checks plans, specifications, and drawings of proposed new construction, conversions, alterations, or additions within the scope of the BC Building Code and the BC Plumbing Code to ensure compliance with District bylaws; lists nonconforming items in plans; and discusses with principals the options for revisions to meet standards.
2. Conducts inspections of residential, commercial, industrial and institutional buildings for code compliance and issues permits.
3. Estimates the value of proposed construction, calculates fees, issues permits.
4. Provides technical/professional advice for the municipality, Board of Variance, residential, commercial, industrial/institutional property owners, developers, designers and contractors.
5. Enforces building codes and bylaws.
6. Provides information regarding bylaw compliance requirements and enforcement procedures.
7. Prepares Building Code appeals for submission to the Building Code Appeal Board when necessary to clarify Code interpretation.
8. Prepares/issues citations, notices, registered letters and other documents.
9. Inspects work sites, may issue stop work order for non-compliance.

## What will you get in return?

- A competitive salary – 35 hours per week of:

Position	STEP 1 Starting Rate	STEP 2 6 Months	STEP 3 12 Months	STEP 4 18 Months	STEP 5 24 Months
Building Official Level I	44.79	48.13	49.76	51.42	53.09
Building Official Level II	51.08	55.42	57.53	59.65	61.80
Building Official Level III	53.41	58.04	60.36	62.64	64.98

- Comprehensive benefits package
- Membership in Unifor Local 2300, with accompanying overtime and other benefits under the collective agreement
- Complimentary use of the District's fantastic recreation facilities
- Relocation assistance if you are moving to the area
- A rental subsidy for the first year of your employment if you are moving to the area

## What do you bring with you (Qualifications and experience)?

**Level 1:** 2 years of relevant work experience and BOABC Level 1 qualification

**Level 2:** 5 years of relevant work experience as a Building Official, BOABC Level 1 certified, Level 2 qualified and Plumbing Level 1 certification

**Level 3:** 7 years of relevant work experience as a Building Official, BOABC Level 1, 2 certified, Level 3 qualified, and Plumbing Level 1 certification, Level 2 qualified.

### All levels:

- Technology Certificate related to building construction or equivalent (i.e. Red Seal Carpenter)
- Driver's license, Class 5/7N
- Member of BOABC
- Remain current with new national/provincial/industry legislation, regulations, standards, practices, legal decisions
- WHMIS

## Why should you choose Kitimat?

At the District of Kitimat, we are committed to recruiting a diverse workforce that represents the community we serve, establishing an inclusive, equitable, and accessible environment for all. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. If you require accommodation during the recruitment process, we will work with you on arranging an accommodation where possible that is suitable for your abilities.

**The District of Kitimat has been approved by the BC Office of the Human Rights Commissioner to implement an equity enhancing Special Program, to give hiring preference to qualified candidates who self-disclose that they are Indigenous. If you are Indigenous, you are encouraged to state that in your application.**

## What do you do now?

To apply for this position, please submit a detailed resume and cover letter to [hr@kitimat.ca](mailto:hr@kitimat.ca). Please submit your application by 4:30 pm on October 03, 2025.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.