

DISTRICT OF
OAK BAY
CAREER OPPORTUNITY
Building Official 1

Regular Full-Time – Pay Grade 13 (\$42.33 – \$45.74/hour – 2024 Rates)

We acknowledge and respect that the District of Oak Bay lies in the traditional territory of the ləkʷəŋən people, known today as the Songhees and Esquimalt Nations, and that their historic connections to these lands continue to this day.

Oak Bay is a picturesque seaside community located within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining all the peacefulness and charm of a small town. Residents enjoy an exceptional quality of life, with miles of spectacular West Coast shoreline, brilliant beaches, parks and greenspace, quaint tree-lined streets and vibrant, boutique villages just beyond their doorsteps.

Are you a highly skilled Building Official ready to take on a pivotal role? The District of Oak Bay is seeking a dedicated professional to join the Community Building and Planning Services Department to focus on in-office code reviews for permits rather than inspections. This is an exciting opportunity to apply your expertise in BC Building and Plumbing Codes, contribute directly to the safety and development of Oak Bay, and advance your career in a supportive environment.

Reporting to the Director of Community Building and Planning Services, the Building Official I performs skilled work involving plan reviews and inspections, primarily for standard buildings and structures, along with the application, interpretation and enforcement of building and plumbing codes, regulations and local bylaws pertaining to construction and land development within the District.

Our ideal candidate has their high school graduation, two years of directly related experience, along with either a directly related Trades Qualification, or a Building Technology Diploma from a recognized college or technical institute (in the absence of a Trades Qualification or Building Technology Diploma, we seek a candidate with their high school graduation and at least six years of directly related experience). Level 1 Building Inspection Certification issued by the Building Officials Association of British Columbia and a valid and subsisting BC Driver's License are also required. Please note that the use of a personal vehicle for municipal business may be required. Experience in code review is required and experience/familiarity with zoning bylaw reviews would be an asset for this role. This position is represented by CUPE Local 374.

In addition to a competitive salary, we offer a supportive and collaborative work environment, continued career and professional development opportunities, opportunities for flexible work arrangements, employee engagement events, work-life balance, and staff membership to the weightroom, fitness classes, skating and pool. An employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability, and teamwork.

We want to hear from you if you are qualified and thrive on the challenges this position has to offer. Please apply in confidence, **by 4:30 p.m. on Friday, December 12, 2025**, with a resume and cover letter to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at www.oakbay.ca/careers, which outlines, in more detail, the key accountabilities and required qualifications.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted. If you have been shortlisted and require accommodation throughout the hiring process, we would be pleased to discuss how to best accommodate your needs.

The Corporation of the District of Oak Bay

Job Description



Job Title:	BUILDING OFFICIAL I	JEPE Number:	#1108
Department:	Municipal Hall	Pay Grade:	13 – Schedule A
Area:	Community Building and Planning Services	Position Status:	Regular – Full Time
Location:	Municipal Hall	Position Type:	Union
Supervisor:	Director of Community Building and Planning Services	Last Updated:	November 2005

Job Purpose:

This is skilled work involving plan reviews and inspections primarily for standard (Building Code Part 9) buildings and structures, along with the application, interpretation and enforcement of building and plumbing codes, regulations and local bylaws pertaining to construction and land development within the municipality.

More complex Building Code or bylaw interpretation issues are discussed with a more senior inspector or the head of the Community Building and Planning Services Department, but an employee in this position works independently in the field and is responsible for making decisions requiring technical discretion and judgement and requiring familiarity with a variety of building and plumbing construction and repair issues.

Duties and Responsibilities:

- Reviews plans for the construction, erection, alteration and repair of proposed buildings, structures and installations, to determine if drawings conform to B.C. Building and Plumbing Codes and municipal bylaws; requires corrections to be made to ensure conformance.
- Carries out progressive inspections of construction, plumbing, demolition, blasting, alteration and repair work at specified stages to ensure that work underway or completed is in accordance with approved plans and specifications as well as applicable codes and bylaws.
- Enforces codes and bylaws relating to construction, plumbing and land development; in consultation with senior staff, issues Stop Work orders when necessary along with correction orders for work performed in violation of code or bylaw regulations.
- Compiles and maintains inspection reports for municipal records; prepares permits for issuance.
- Provides bylaw and code information to property owners, builders and design professionals.
- Carries out pre-construction inspections of public property which may be affected by work undertaken pursuant to a building permit.
- Assesses the value of proposed construction for the purpose of calculating permit fees.
- Checks municipal and land title records for easements, rights of way, covenants, heritage status, development permits, land use contracts and other restrictions that may affect the development of land.
- Works closely with the Fire Department in the administration of codes and bylaws pertaining to oil burners, solid fuel burning appliances and other fire prevention issues.
- Performs other related duties on own initiative as required or as assigned by the head of the Community Building and Planning Services Department;
- May be assigned to assist with Engineering Department tasks not requiring technical engineering training, such as processing of applications for driveway crossings and sewer/water connections and related customer service and inspection, or data base entry and maintenance in accordance with defined protocols.

Required Knowledge, Abilities & Skills:
• Good working knowledge of Building and Plumbing Codes for the Province of British Columbia; ability to apply same relative to plans and in the field. • Good working knowledge of local bylaws relating the development of land including but not limited to zoning, heritage, sign regulation and fence regulation; ability to apply same relative to plans and in the field. • Good working knowledge of all types of building materials and methods, and plumbing systems. • Ability to read and interpret complex plans, specifications and drawings in the context of applicable regulatory schemes. • Ability to deal with the public, contractors, developers, designers and homeowners with professionalism, courtesy, tact, while maintaining independence and objectivity in the application of codes, regulations and bylaws. • Ability to communicate clearly and professionally orally and in writing. • Ability to organize inspection schedules and set priorities between multiple tasks. • Ability to work independently in the field within the bounds of established regulations, policies and procedures. • Basic user level familiarity with standard office computer software packages.
Qualifications:
• High school graduation and Trades Qualification directly related to the work, <i>or</i> Building technology diploma from a recognized college or technical institute, augmented in either case by two years' directly related experience; <u>or</u> • High School graduation augmented by at least six years' directly related experience.
Required Licenses, Certifications and Registrations
• Level I building inspection certification issued by the Building Officials Association of British Columbia; • Valid and subsisting British Columbia drivers' license (use of personal vehicle for municipal business may be required).