

# **Building Official I**

## **Full Time**

*Find out why our AMAZING employees love working for the City of Port Coquitlam!  
Affectionately known as "PoCo", we are an award-winning values-based organization made up of a diverse and dedicated team of people who care deeply about the community they serve.*

The City of Port Coquitlam's Development Services Department is looking for an enthusiastic professional Building Official I. The successful applicant will provide both regulatory and enforcement work of a technical nature as described under the Building Act for a Level 1 Building Official. This work is of a highly technical nature as described under the Building Act and involves plan reviewing, monitoring and inspection of buildings and structures to ensure compliance with applicable Acts, codes, standards, bylaws and regulations.

**Some of the key responsibilities of this position include but are not limited to:**

- Conducts plan reviews, monitors and inspects buildings and structures to ensure compliance with applicable Acts, codes, standards.
- Coordinates and processes applications; compiles documentation, recommends and issues a variety of permits.
- Reviews and evaluates reports submitted by designers or registered professionals
- Determines compliance for existing buildings being altered, added to or having a change of use
- Provides technical assistance, advice, interpretation and information to property owners, contractors, engineers, architects and other municipal staff on matters related to the work

**The successful candidate for this position will have:**

- Post-secondary Diploma in Building Technology or a Trade Certificate in Carpentry
- Experience as a Building Official
- Registered member of the Building Officials Association of BC Level I as per the Building Act
- Proven ability to communicate effectively, orally and in writing with a variety of individuals
- A commitment to service excellence and continuous improvement
- Valid a Driver's License for the Province of British Columbia – Class 5 for the Province of British Columbia

**Why should you consider working for us?**

- Our organization is the ideal size for you to make a difference and have an impact
- We care deeply about our community
- We have a strong learning culture and want our people to grow and succeed
- An annual starting wage of \$89,000 (2025 rate of pay)

Qualified individuals are encouraged to apply online by **February 14, 2026** at [www.portcoquitlam.ca/cityjobs](http://www.portcoquitlam.ca/cityjobs) quoting competition number **26-005e**.

*The City wishes to thank all applicants for their interest and advise that only those to be interviewed will be contacted. To be considered for this position, all certifications and licenses need to be uploaded with your resume and cover letter. The City of Port Coquitlam will conduct a criminal record check.*