

# Assistant Building Official

**Job Type:** Regular Full-Time

**Date Posted:** April 2, 2026

**Closing Date:** April 19, 2026

**Job Category:** Building, Bylaw & Licensing

**Salary Range:** \$39.87 - \$42.91/Hour

[www.portmoody.ca/careers](http://www.portmoody.ca/careers)

The City of Port Moody is seeking a knowledgeable regular, full-time Assistant Building Official to perform preliminary plan reviews, coordinate the application process and provide technical information to the public while providing administrative support to the Building Officials.

The Assistant Building Official will perform preliminary plan reviews for permit applications for single family home construction alterations, accessory buildings, swimming pools and demolitions to ensure that the plans comply with the requirements of the BC Building Code and City regulations and bylaws. This position will also provide information to the public on technical, regulatory and Building code requirements in order to clarify, interpret, explain and make suggestions. This position will review and coordinate the processing of applications to ensure completeness and obtain approvals. The Assistant Building Official will also provide administrative support to the Building Section by preparing related correspondence and reports, maintaining records, updating databases and performing related administrative duties.

## Basic Qualifications

- Completion of a recognized trades apprenticeship or a diploma in building technology
- Minimum one year of job related experience in municipal plan checking and / or in the building construction industry
- Level 1 Certification from the Building Officials Association of BC
- Sound knowledge of building construction methods, material and techniques
- Thorough knowledge of applicable sections of the BC building Code, municipal bylaws and related policies and procedures
- Knowledge of plumbing and sprinkler codes and policies, fire alarm, HVAC and electrical systems
- Strong computer skills
- Strong independent judgement and creative decision-making skills

- Excellent customer service and communication skills (written and verbal)
- Valid Class 5 BC Driver's License

Please note that employment with the City of Port Moody is subject to the receipt of a satisfactory police information check as well as a satisfactory driver's abstract.

The City of Port Moody strives to be an employer of choice and offers an excellent benefits package as well as professional development opportunities, and for some positions, remote work opportunities.