Posting Type: Internal/External

Closing Date: 4:00 PM**,** November 30, 2026

The Resort Municipality of Osoyoos, BC located in the beautiful south Okanagan Valley is accepting applications for the position of **Senior Building Inspector.**

Position Overview:

Reporting to the Director of Planning & Development Services, the Building Official is responsible for administering and enforcing building and plumbing codes, regulations and municipal bylaws to support safe, compliant and responsible development within the community.

The position reviews permit applications and technical plans, issues permits, conducts inspections and ensures construction projects meet applicable safety standards, municipal requirements and approved development plans. The Building Official also investigates complaints and violations, takes appropriate enforcement action, and provides technical guidance to the public, contractors and developers.

Additional responsibilities include administering zoning and sign bylaws, coordinating with Planning staff, engineers and external agencies, negotiating development-related agreements and infrastructure requirements, and assigning civic property addresses. The role also involves maintaining permit and inspection records, preparing reports and supporting sustainable building practices and responsible community development.

Qualifications:

- Grade 12 Diploma
- Diploma in Building Technology or Journeyman
- BC Building Inspector's Certificate Level III
- Membership or eligible for membership with the Building Inspector's Association of BC
- Valid Class 5 BC Driver's License
- 5 years related experience or an equivalent combination of education and experience.

Hours per Week: Full-time 40/week – Unionized position

Hourly Rate: $56.63/hour plus a generous benefits package

Additional Information: Job Description – attached

Applications are accepted by emailing careers@osoyoos.ca with a letter of interest and resume by 4:00 PM, on November 30, 2026. Only those selected for interviews will be contacted..

JOB DESCRIPTION

SENIOR BUILDING INSPECTOR

Position Title:	Senior Building Inspector
Department:	Planning and Development Services
Supervisor:	Director of Planning and Development Services

POSITION FUNCTION

Regulate and enforce the building and plumbing codes, acts, standards and bylaws through the review of technical plans and documents, on-site inspections and permit approvals.

Administer and interpret zoning regulations and bylaws related to planning and bylaw enforcement.

KEY DUTIES

- Review building and plumbing permit applications, plans and specifications for compliance with applicable codes and bylaws; provide technical assistance and interpretation to advise applicants, contractors and professional consultants on required design changes; issue building and plumbing permits; maintain all associated files including plans and records of inspections and violations. Participate in exchange of inspection coverage with another municipality.
- Review and approval high density, complex building plans including those of steel and concrete construction.
- Promote and apply green site development practices and appropriate standards for building exteriors and interiors.
- Ensure all Development Permit requirements are properly implemented.
- Conduct site inspections and maintain checklists during all phases of construction to confirm compliance with codes, bylaws and standards; examine and test domestic water services, sanitary sewer, storm drain, fire stand-pipe and sprinkler systems; ensure builders maintain public safety during construction by requiring fences, hoarding and overhead protection.
- Investigate and resolve complaints and infractions related to construction; issue stop work orders, deficiency and non-compliance notices when there are violations of building and plumbing bylaws; issue demolition permits, inspect damaged buildings and carry out final inspections and approve completed construction.
- Inspect and prepare building condition reports with recommendations on municipal structures; maintain all associated files including plans and records of inspections.
- Respond to enquiries and complaints from the public, outside agencies and other departments regarding codes and bylaws, building construction, zoning and planning issues; conduct follow-up on complaints; recommend and initiate legal action such as building liens; provide information to Supervisor regarding statutory requirements related to permits and inspections; prepare and present court evidence as required; organize correspondence and reports related to projects and technical matters as required.
- Liase with the Planning staff, municipal engineer, utility companies and other agencies in the planning/development process for the municipality.
- Continually upgrade the Building Bylaw as needed.
- Administer the Town's sign bylaw.
- Identify needs for off-site works and services for minor buildings.

JOB DESCRIPTION

SENIOR BUILDING INSPECTOR

- Negotiate in matters relating to statutory rights of way and easements, road dedication and road exchange with private property owners and with developers in matters involving the extension and upgrade of municipal infrastructure; off-site works, service extensions and upgrades and covenants.
- Inspects for compliance with development permit plans and conditions and takes remedial actions where necessary.
- Administer and assign property addresses.
- Perform related duties where qualified.

INDEPENDENCE

Work is generated by permit and construction activity, statutory requirements, applications, and established guidelines or is assigned by supervisor.

Work is reviewed through departmental meetings and meetings with Supervisor.
Issues involving controversial decisions and interpretations of bylaws are discussed with Supervisor.

WORKING CONDITIONS

Physical Effort:

- Climb stairs (rare)

Work Environment:

- Office.
- Work outside in all weather conditions. (occasional)
- Work on construction sites. (frequent)

KEY SKILLS AND ABILITIES

- Must often work in strained circumstances.
- Understand and apply the principles of building and plumbing inspection.
- Read and interpret building drawings, codes, referenced standards and regulations.
- Understand and apply planning principles, regulations, legislation and procedures.
- Deal with the public and applicants in a courteous and tactful manner.
- Communicate effectively verbally and in writing.
- Organize and prioritise work.
- Working level knowledge of current Town computer programs.

JOB DESCRIPTION

SENIOR BUILDING INSPECTOR

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

- Grade 12 Diploma
- Diploma in Building Technology or Journeyman
- BC Building Inspector's Certificate Level III
- Membership or eligible for membership with the Building Inspector's Association of BC
- Valid Class 5 BC Driver's License.

Experience:

- 5 years of related experience

or an equivalent combination of education and experience.

OTHER

- May be requested to substitute in a more senior position.