



EMPLOYMENT OPPORTUNITY

Building Official

Permanent Full-Time / External
Building & Bylaw Services



www.rdn.bc.ca

SKILLS/EDUCATION

- Diploma in Building or Civil Technology
- Building Officials Association of BC certification, minimum level 1
- Plumbing Officials Association of BC certification Level 1
- 5 years prior job-related experience in a local government setting
- A valid Class 5 BC Driver's Licence is required

APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit to info@hwest.ca



ABOUT THE ROLE

The Regional District of Nanaimo is seeking a Permanent Full-Time Building Official in the Building & Bylaw Services Department.

Reporting to the Superintendent of Building Inspection Services, the successful candidate will be responsible for reviewing and preparing plan checks, issuing permits, and inspecting buildings at various stages of construction to ensure compliance with applicable bylaws and statutes. These building inspections include buildings in personal, business and commercial categories. Duties also include responding to public inquiries and initiating enforcement action on non-compliant structures.

QUALIFICATIONS

Applicants must possess a Diploma in Building or Civil Technology and certification from the Building Officials Association of BC. A thorough knowledge of the BC Building and Plumbing Codes as they relate to residential and commercial buildings and an ability to review and evaluate building plans is also required. A trade's qualification in carpentry or plumbing is an asset. The incumbent must possess strong interpersonal and communication skills. A valid Class 5 BC Driver's License is required.

Visit the RDN website at www.rdn.bc.ca for more information on the Regional District of Nanaimo.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

Building Official

Building & Bylaw Services

JOB SUMMARY

The Building Official contributes to the effective operation of the Building Inspections Department through plan checking and the inspection of conventional and complex buildings of all categories including accessory, residential, commercial, industrial and institutional. This position supports the Building Inspections Department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

- Reviews and completes initial submissions and prepares plan checks and calculates building permit costs and associated fees.
- Reviews building plans and associated engineering reports.
- Liaises with RDN departments and building professionals as necessary to ensure compliance with applicable codes and bylaws.
- Inspects buildings at various stages of construction to ensure conformance to approved plans, codes and bylaws and provides advice to the builder as necessary.
- Responds to public inquiries regarding building inspection services including technical information, interpretation of codes and bylaws and inspection calls.
- Initiates enforcement on non-compliant structures and ensures appropriate follow-up and resolution of outstanding issues.
- Communicates with the public to provide general information and interpretations of RDN policies, bylaws and regulations.
- Contributes to the accuracy and completeness of the departmental records, files and technical library.
- Maintains up-to-date knowledge of new developments in building technology, associated regulations, and ensures that required certifications are current.
- Maintains file notes and inspection reports and drafts correspondence related to active building permit requirements and unauthorized construction activities.
- Performs other administrative duties on behalf of the Department, as required.
- In an emergency that requires the activation of the RDN's Emergency Operations Centre (EOC), may be called upon with other RDN employees and assigned a role and/or tasks to support the EOC. Courses and/or workshops may be offered by the RDN to support this role.
- Performs other related duties, as required.

JOB QUALIFICATIONS

Education/Experience

- Diploma in civil or building technology; Building Officials Association of BC Level I Certificate (Level II or III preferred); Plumbing Officials Association of BC certification Level 1, Trades Qualification in Carpentry or Plumbing preferred. Membership in Building Officials Association of BC (BOABC).
- Five years prior job-related experience in a local government setting, or an equivalent combination of training and experience.

Skills/Abilities

- Possession of a valid Class 5 BC Drivers License.
- Advanced courses in various building systems.
- Working knowledge of all building and plumbing codes, local government bylaws and zoning requirements and interpretations.
- Excellent interpersonal and communication skills with a professional manner and calm demeanor with the ability to enforce regulations.
- Ability to use good, quick judgement skills in order to diffuse aggressive confrontations.
- Knowledge of safe work and driving procedures.

Reporting Relationship

Reports to the Superintendent, Building Inspection Services.