



## Building Official

### 5-Year Term Contract Position

Sparwood is a friendly and welcoming community of about 4,200 people, nestled in the heart of the Elk Valley in the Southeast Kootenays. As an active community, we have great indoor and outdoor recreation facilities, trails and a world-class ski hill just 30 minutes away.

The District of Sparwood has an excellent contract employment opportunity for an enthusiastic, highly motivated individual to assume the position of Building Official for a five-year term with the potential for extension. This position will provide building official services to the District of Sparwood and the District of Elkford with time being split 60/40 between the two municipalities. The incumbent would be an employee of the District of Sparwood with two places of work with approximately 3 days per week being spent in Sparwood and 2 days in Elkford. Both the District of Sparwood and the District of Elkford use Cloud permit, an online platform for permit review, issuance and inspections so workflows in both organizations will be similar.

The position is based on 40 hours per week, with an hourly rate range of \$50 to \$55 per hour for a Level 2 Building Official and \$55 to \$60 per hour for a Level 3 Building Official; plus, benefits as per employment standards. The incumbent is eligible to participate in the District's earned day off program. Additionally, this position includes extended health benefits and enrollment in the Municipal Pension Plan as well as a relocation allowance of up to \$5,000 should the incumbent relocate within the boundaries of Sparwood or Elkford.

#### **Contract Summary**

The focus of the Building Official's contract is to provide permitting and inspection services in the building and plumbing disciplines. The work involves the review of permit applications, issuance of permits, inspection of construction and enforcement of each District's [Building Bylaw](#) and BC Codes.

#### **Responsibilities:**

- Examine and review building plans, drawings and applicable documentation to ensure conformance to bylaws, building and plumbing codes, and standards.
- Issue permits for construction and structures in accordance with applicable bylaws, codes and regulations.
- Ensure that building permit applications are processed in an effective, efficient manner within time constraints established by the District of Sparwood.
- Administer each District's Building Bylaw, the British Columbia Building Code, and relevant District of Sparwood bylaws, ensuring bylaws are upheld in a concise and consistent manner
- Approve or reject inspected work and enforce changes and corrections as required.
- Enforce bylaws where work is being done in contravention of such regulations through available tools including "Stop Work" orders, revocation of permits, or Section 57 notes against land title.
- Keep up to date on changes in legislation relative to compliance within the District.
- Assist with the preparation and recommendation of amendments to relevant District bylaws.
- Assist with the generation of monthly, quarterly, and annual building statistical reports.
- Input and retrieve information from the District's electronic system for permits and inspections.
- Respond to resident inquiries with respect to building-related questions.
- Perform other duties as required.

#### **The Ideal Candidate Will Have:**

- BOABC Level 2 or 3 Building and Level 1 Plumbing Certification.
- Successful completion of Level 1 Justice Institute's Bylaw Enforcement Program.
- Demonstrated ability to work independently with minimal supervision.
- Experience in the construction industry either as a tradesperson or designer.
- A demonstrated ability to provide a high level of customer service, with a balanced approach to decision-making.
- Strong interpersonal and communication skills.

#### **Required Skills and Abilities / Work Demands**

- Certification as a BOABC Level 2 Building and Level 1 Plumbing Official. BOABC Building Official Level 2 Trainees may be considered.
- Experience in construction, with the ability to read and interpret building plans.
- Thorough understanding of BC Building Regulations, the Community Charter, and the Local Government Act.
- Strong ethical standards, work ethic, and attention to detail.
- Valid BC Class 5 Drivers License.
- Ability to maintain a high level of confidentiality.
- Ability to organize work in an efficient manner to provide timely service to the community.
- Ability to work with the public in a courteous and tactful manner in accordance with the District's [Code of Conduct Policy](#).
- Experience with data entry and good working knowledge of the MS Office environment.
- Ability to work outside in inclement weather and in awkward positions, frequently stand and walk throughout the day.

Qualified applicants who are offered and accept the role may be required to complete a satisfactory pre-employment Background check. This may consist of all or a combination of the following: a Canadian Criminal Record check, an Employment Verification and/or an Education and Accreditation Verification and a Clean Drivers Abstract.

Interested applicants should submit a resume and cover letter by 4:00 pm MST July 5, 2024, to:

Human Resources  
 District of Sparwood  
 Phone: 250.425.6271  
 Email to: [careers@sparwood.ca](mailto:careers@sparwood.ca)