



Building Official III

📅 Posted 30-May-2025 (PST) | 🏠 Building | 💰 \$ 48.66-53.82 per hour | ⌚ Hourly | 🏢 Full-time Permanent | 🇨🇦 CUPE | 🏡 Attractive benefits, vacation and pension package

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Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton is looking to fill the position of **Building Official III** in our Building & Permitting Team. The Building and Permitting department interacts regularly with internal and external stakeholders during the pre-development, planning, building permit and licensing process and advances the City's Mission as a livable, thriving, safe and sustainable city by guiding how buildings are constructed, occupied and businesses operate. Our goal is to continue to develop our team and systems to become one of best mid-sized cities Canadian building departments in the areas of staff engagement, fair service, modern operating systems and consistent permit processing and enforcement.

Reporting to the Building Department Manager, the **Building Official III** manages complex development files from the pre-application stage to occupancy. The role, with high degree of expertise in building code and building systems, provides leadership on building permit processes internally and to the construction industry externally. Other primary responsibilities are major change of uses, assistance in enforcement matters and repairs of fire/flood damage repairs.

The City of Penticton is one of the most active development regions in the province, with a unique range of large, small and complex construction projects and is a regional leader in Step Code and the use of digital permitting and inspection systems.

Key Responsibilities:

- Review plans and other documentation accompanying applications for permits to construct, or alter buildings and structures to ensure compliance with applicable codes, acts, by-laws, standards and regulations.
- Monitor and inspect buildings and structures at various stages of completion to ensure compliance with applicable codes, acts, bylaws, standards and regulations.
- Coordinate the processing of applications through relevant City departments to issue a variety of permit types.
- Review and evaluate reports submitted by designers or registered professionals.
- Determine compliance of existing buildings being altered, added to or having a change of use.
- Provide technical assistance, advice, interpretation and information to property owners, contractors, engineers, architects and other municipal staff on matters related to buildings.
- Mentoring of junior staff.

Required Knowledge, Abilities & Skills:

- Strong customer service and communication skills; effective problem-solving skills and the ability to establish and maintain effective working relationships across a variety of stakeholders.
- Ability to apply the powers granted by the building bylaw.
- Ability to deal effectively with owners, contractors, tradesmen, registered professionals and others and to enforce all regulations, bylaws and ordinances tactfully and firmly with sound judgment.
- Extensive knowledge of applicable sections of the Building Code, and other related safety regulations, procedures, permits and by-laws as they relate to the work being performed.
- Ability to read and interpret plans, specifications, and other related material.
- Proven ability in analyzing situations and making decisions based on an understanding of a complex set of potential consequences.
- Ability to use smart phones, computers, and software applications, such as Microsoft Word, Excel and Outlook, and Ability to learn similar permit and property records management systems as well as (GIS) Geographical Information Systems.
- Must be able to obtain and maintain a satisfactory Police Information Check.

Education, Training & Experience:

- Completion of Grade 12, supplemented by completion of a recognized from a technical institute in Building Technology OR completion of a recognized apprenticeship in carpentry.
- Certification as a Level 03 BOABC member or Level 02 with eligibility for qualification and certification through the Building Official in-training Program.
- Minimum 5 years' experience as a Building Official with specific involvement in the plan review and monitoring Complex projects.
- A valid Class 5 Driver's Licence for the Province of British Columbia.
- Training or Certification in Mechanical, Fire Alarms and Fire Suppression systems an asset.
- Training or Certification in Bylaw Enforcement an asset.
- Training or Certification related to project management, communication or leadership an asset.

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 the community we serve.
- The City has a strong learning culture; we want our people to grow and succeed.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBTQIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. This posting will remain open until the role is filled.

If you require any accommodations during the recruitment process, please contact us at HR@penticton.ca, we'd be happy to hear from you!

Position type:	Full-time Permanent (37.5 hours per week)
Wage:	\$48.66 - \$53.82 per hour (Pay Grade 17, CUPE) Please note the wage rate for this position has recently been reclassified.
Benefits:	Attractive benefits, vacation and pension package
Comp #:	25-79