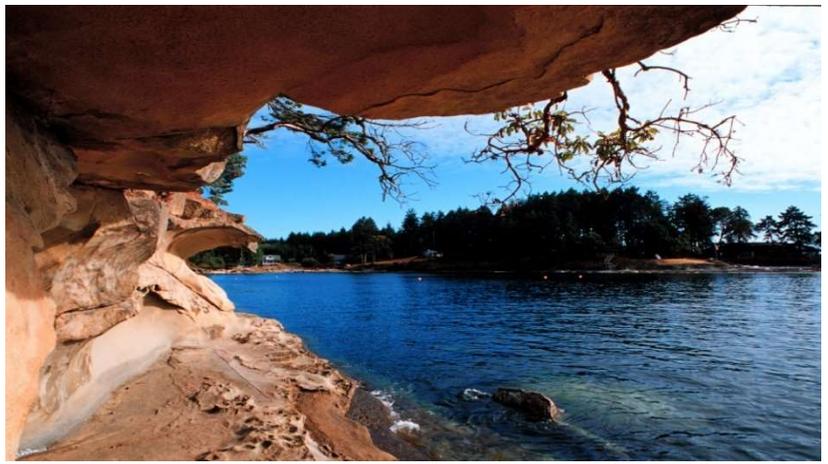


## EMPLOYMENT OPPORTUNITY

# Building Official

Permanent Full-Time | External  
Building Inspection Services  
Competition No.: 2025-1117



[www.rdn.bc.ca](http://www.rdn.bc.ca)



[rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca)

### SKILLS & ABILITIES

- Working knowledge of all building and plumbing codes, local government bylaws and zoning requirements and interpretations.
- Ability to use good, quick judgement skills to diffuse aggressive confrontations.
- Excellent interpersonal and communication skills.

### APPLICATION DETAILS

To apply for this position, send your cover letter and resume to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca), clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1117 in the subject line of your email to ensure proper processing.**

***Applications will be accepted until:  
4:00 pm, on September 7, 2025.***

*Date Posted: August 18, 2025.*

*A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.*

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

### ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Building Official with Building Inspection Services.

The Building Official contributes to the effective operation of the Building Inspection Services 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 department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

### QUALIFICATIONS

Qualifications include the possession of an Interprovincial Trades Qualification in Carpentry or Plumbing, or a diploma from a recognized technical institute in Building Technology, two to four years building and construction experience and a valid Class 5 BC Driver's License. Certification from the BC Building Officials Association (BOABC) as a qualified Level 1, 2 or 3 (Level 2 or 3 preferred) is required.

Working knowledge of all building and plumbing codes, local government bylaws and zoning requirements and excellent interpersonal and communication skills are needed for this role. For more detailed information on the qualifications please see the attached job description.

### POSITION DETAILS

This is a permanent full-time (35 hours per week) Union position. The (2025) rate of pay is dependent on the level of certification and is as follows: \$44.06 - \$46.38 (Level 1), \$45.66 - \$48.06 (Level 2), and \$47.77 - \$50.28 (Level 3). The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

## Building Official

(Levels: Training, 1, 2, 3)

### Building Inspection Services

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#### Job Summary

The Building Official contributes to the effective operation of the Building Inspection Services 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 Inspection Services department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

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#### Primary Duties and Responsibilities

- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
  - 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 and 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 situation 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.
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#### Job Qualifications

##### Education/Experience

Levels 1 – 3 must possess the following:

- Possession of an Interprovincial Trades Qualification in Carpentry or Plumbing, or a diploma from a recognized technical institute in Building Technology.
- Four years' building and construction experience.
- Possession of a valid Class 5 BC Driver's License.
- Additional Building Official Association of BC (BOABC) certification requirements by level:

## Job Description

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- Level 1 - BOABC Level 1 certification (i.e. successful completion of the BOABC Level 1 building specialization exams which includes 2 years prior related work experience).
- Level 2 - BOABC Level 2 certification (i.e. successful completion of the BOABC Level 2 building specialization exams which includes 3 years prior related work experience).
- Level 3 - BOABC Level 3 certification (i.e. successful completion of the BOABC Level 3 building specialization exams which includes 4 years prior related work experience).

Entry Training Level must possess the following:

- Possession of an Interprovincial Trades Qualification in Carpentry or Plumbing, or a diploma from a recognized technical institute in Building Technology.
- Possession of a valid Class 5 BC Driver's License.
- Successful completion of the BOABC Level 1 building specialization exams.

### **Skills/Abilities**

- 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 demeanour 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.

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### **Reporting Relationship**

Reports to:                   Manager, Building Inspection Services