



Competition #V1920 Building Services Clerk (Full-Time, Regular)

Closing Date: 4:30 pm, Tuesday, December 9, 2025

The Sunshine Coast

A natural paradise blessed with mild winters, beautiful surroundings, and showcasing the best aspects of outdoor adventure, arts, and culture. Bordered by rugged mountains and blue ocean waters, situated on a peninsula (not an island) in the ancestral lands of the shíshálh (Sechelt) and Skwxwú7mesh (Squamish) First Nations, this is the Sunshine Coast. Whatever hobby or interest you might enjoy, we have it right here. Hike the trails, get out in a kayak, try golfing, swimming, fishing, cross-country skiing, attend festivals, visit museums, go whale-watching, or any of the other recreational activities that are right at our doorstep. Big city life is only a 40-minute ferry ride away. A preferred tourist destination, a great place to live and play, now is the time to consider making this amazing place your home.

Building Services Clerk Overview

The Sunshine Coast Regional District (SCRD) is currently inviting applications for the full-time position of Building Services Clerk. Under the general supervision of the Chief Building Official, the Building Services Clerk provides administrative and reception support to the Building Services Division, including some work direction from other Building Officials. Further details are included in the job description found at www.scrd.ca/careers.

Compensation and Benefits

We have what is being called one of the best compensation and benefits packages that are out there. Whatever your background, immediately upon hire, our comprehensive benefit package is yours! This means extended health and dental coverage, including paid eyewear and eye exams, orthotics, and up to \$1250 annually for chiro, massage, acupuncture, physio, and more. In addition to three weeks of vacation, we offer 13 paid statutory holidays (after 30 days of employment), as well as paid family responsibility leave, sick leave, short-term and long-term disability leave, group life insurance, accidental death and dismemberment coverage, participation in the Municipal Pension Plan (MPP), and an Employee Family Assistance Program.

The Building Services Clerk is a bargaining unit position with a wage rate of **\$33.12 per hour**, working around 35 hours per week.

How to Apply

We look forward to hearing from you! Please email a current resume and cover letter to hr@scrd.ca by the closing date and time shown above. **In the subject line of the email please include your name and the competition number.** The SCRD is committed to equitable access to employment opportunities. We value a diverse workforce to best represent the communities we serve, and we thank all applicants in advance for your interest.

Contact: hr@scrd.ca or www.scrd.ca/careers