



Building & Licence Clerk

Job No: 26005 Location: Penticton

About the City of Penticton

Penticton is a vibrant, innovative waterfront city known for its commitment to sustainability, community well-being, and economic opportunity. With a strong focus on good governance, collaboration, and service excellence, the City is dedicated to enhancing the quality of life for residents, businesses, and visitors alike. As one of the most active development regions in British Columbia, Penticton features a diverse mix of large-scale and complex construction projects.

Penticton has been recognized as one of Canada's most livable cities, according to latest rankings by The Globe and Mail. Penticton ranked as the ninth most livable city in Canada, plus the No. 1 most livable city for young professionals and No. 1 for midlife transitions. In addition, Penticton ranked the third most livable city for newcomers, fifth for retirement and seventh for raising kids. Rooted in agriculture and surrounded by natural beauty, Penticton is known for its orchards, wineries, and craft breweries—making it one of Canada's top wine destinations. More than 100 years since its incorporation, Penticton continues to grow as a place to live, work, and play.

For more information, please visit our website at penticton.ca/ (<https://www.penticton.ca/>).

For more information about life in Penticton, please visit visitpenticton.com/ (<https://www.visitpenticton.com/>).

About the Opportunity

The City of Penticton is looking for a **permanent full-time Building & Licence Clerk**, based in **Penticton, B.C.**

The role of the **Building & Licence Clerk** is a vital position within the Building Department and Development Services Division. This staff role requires attention to detail, being a team player and excellent customer relations and communication skills in order to effectively process permit applications, maintain permit records and assist in general development inquiries.

Key Responsibilities:

- Building & Licence Clerk will take the lead in engaging building and licencing related inquires (counter, phone and email) & taking in BP applications (redirecting to appropriate staff members for technical related issues).
- Initial screening of Building related permits and Business licence applications related to Building, Licencing and Zoning Bylaw regulations.
- Understanding of referrals to outside agencies and departments for permit applications.
- Creation, tracking and maintenance of active and expired building permit and related files.
- Preparation of permit packages, invoicing, and refunds.
- Preparation and posting of weekly, monthly and yearly building and licencing statistical reports.
- Scheduling daily inspections requests for building permits and property use confirmations.
- Assisting department staff in research and preparation of comfort, FOI, land or enforcement file correspondence.
- Maintenance of department policy and procedures manuals related to Building and Licencing.
- Maintenance of City's Building and Licencing webpage, applications and public notice documents.
- Record and maintain department meeting agendas and minutes.
- Tempest super user, overseeing digital permit workflows and collaborating with IT for system optimizations.
- Assist in receiving and processing Planning, Development Engineering, Liquor and other related applications, payments and general inquiries.
- Assist in processing over the counter permit applications.
- Design and implement department specific applications forms including PDF fillable forms, managed web content to ensure accurate and user friendly online resources.

- Provides information in response to enquiries concerning zoning, sign, building, and business applications and storefront use Bylaws.
- By telephone and in person, receives public inquiries and complaints against pertaining to City facilities, infrastructure and Bylaws.
- Performs related work as required.

Required Knowledge, Abilities & Skills:

- Proven ability in analyzing situations and making decisions based on an understanding of a complex set of potential consequences.
- Well-developed organizational, communication (verbal and written), and interpersonal skills.
- Proven ability in managing multiple tasks, deadlines, and establishing effective working relationships.
- Working knowledge of Tempest applications – Prospero, Business Licence and Calls for Service programs
- Working Knowledge of Adobe Acrobat for digital file storage and record keeping.
- Working knowledge of Building and other related department regulatory Bylaws.
- Ability to read plans and supporting documentations to identify drawing standards & quality for permit applications.

Required Education, Training & Experience:

- Completion of Senior Secondary School, plus a certificate from a recognized program of building technology, or an equivalent combination of education and experience.
- Office management or similar post-secondary certifications.
- Completion of post-secondary computer courses or experience in basic word processing and spreadsheet applications as demonstrated by testing.
- The ability to communicate effectively, orally and in writing with high level of aptitude with Microsoft applications.
- Ability to exercise courtesy, tact and diplomacy in providing information and explanation to members of the public.

About the Benefits

Compensation based on skills and experience is an **hourly rate of \$35.63-\$39.58 (Pay Grade 8, 35 hours per week, CUPE)**, along with a host of excellent benefits including:

- Extended health, dental, and vision coverage
- Relocation assistance
- 3 weeks of vacation starting on day one
- 2 weeks of paid sick leave annually
- Municipal pension plan
- \$2,000 in annual mental health benefits
- \$200 annual fitness rebate
- Free community recreation pass (swimming, fitness, etc.)
- Support for professional development, including yearly conference budget
- Free on-site parking
- Tickets to local concerts, hockey games, and employee appreciation events
- Annual golf tournament, wellness initiatives, and team-building activities
- A picturesque waterfront location with access to world-class outdoor recreation and a progressive, community-oriented work culture

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, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply. If you require any accommodations during the recruitment process, please contact us at HR@penticton.ca, we'd be happy to hear from you!

If your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **February 1, 2026**.

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

This position is only open to those legally entitled to work in Canada.

Life in Penticton

Nestled between two lakes, Penticton enjoys long, hot summers, dry winters and more than 2,000 hours of sunshine each year. We're located in the southern Okanagan Valley of British Columbia, which is easily accessed by major highways and airports.