



SENIOR BUILDING AND LICENSING OFFICIAL

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

What We Offer:

Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

Summarized Position Responsibilities:

The Senior Building and Licensing Official provides leadership, guidance, and oversight to building officials and business licensing staff, supporting technical development, onboarding, and performance management. This role coordinates daily operations, including scheduling and workload distribution, to ensure efficient and accurate service delivery. Acting as a subject matter expert, the incumbent interprets and applies municipal bylaws and building codes, reviews complex plans, issues permits and conducts inspections as needed. The position also supports process improvements, policy and bylaw development, and data-driven decision-making, while ensuring staff remain current with legislative changes. Responsibilities include overseeing investigations and enforcement related to non-compliance, preparing reports for Council, liaising with the community, and resolving conflicts in a fair and consistent manner, all while adhering to established safety regulations and departmental standards.

Our Ideal Candidate:

- Building Officials Association of B.C. Level III Certified, Plumbing Officials Association of B.C. Level I
- Registered Building Official (RBO) certification under the Building Act
- Minimum of 7 years professional experience in local government directly related to building inspection, permit issuance, business licensing and enforcement of business license-oriented bylaws; including 2 years working experience in a leadership capacity, preferably in a unionized environment
- Valid Class 5 B.C. Driver's License
- Police Information Check
- Extensive knowledge of the B.C. Building Code, departmental procedures, related City Bylaws and Provincial Acts, standards, and regulations
- Extensive knowledge in interpreting building site conditions and potential geotechnical or flood hazard conditions, and sound knowledge of current and acceptable building practices, methods, materials and equipment used in the building industry
- Extensive knowledge situations and conformance with bylaws and regulations protecting the safety of others e.g. Business Licensing Bylaw, Building Bylaw
- Exercise courtesy, tact, diplomacy, and persuasion in frequent contact with members of the public and officials of other agencies in interpreting construction plans, blueprints and specifications for Code and Bylaw compliance
- Extensive knowledge of relevant legislation, bylaws, rules, regulations, policies and procedures applicable to business licensing
- Thorough knowledge of overall regulatory and policy approaches, combined with technical and regulatory experience related to property use, compliance, and enforcement options
- Proficient conflict resolution



- Exercise considerable independence of judgment in evaluating ability to communicate complex technical information clearly, both verbally and in writing, to developers, contractors, design professionals and the public
- Excellent written and oral communication skills, including well developed bylaw and report writing
- Demonstrated ability in dealing tactfully and sensitively with the public, elected officials, government agencies, other municipalities and business clients
- Demonstrated ability to write, revise and review bylaws and regulations
- Ability to mentor and foster the development of building officials, business license officers and administrative staff
- Demonstrated ability to build and maintain effective working relationships
- Proficiency in Microsoft Office and in Building and Licensing City software

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 26-20E | Opens March 25, 2026 | Closes April 27th, 2026

Full Time – Permanent | 40 hrs/wk | \$53.00/hr

Benefits | Municipal Pension Plan | Earned Time Off Program | 4 weeks vac at 2 years