CITY OF FERNIE
BRITISH COLUMBIA

City Hall 501-3rd Ave., Box 190
Fernie, BC V0B 1M0
www.fernie.ca

# Employment Opportunity

## Building Official Level I

**Temporary, Full Time**

**Posted October 06, 2026**

The City of Fernie is inviting applications for the position of **Building Official Level I – Full-Time**, **Temporary, up to 1 year,** up until December 31, 2027, in the Planning and Development Services Department.

### Position Overview

Reporting to the Director of Planning and Development Services or designate, this position administers Federal and Provincial laws and Municipal bylaws related to the design and construction of all types of buildings and structures. Ensures objectives of structural safety, fire safety, health, accessibility, and the protection of buildings are addressed prior to occupancy.

### Duties and Responsibilities

- Assess and report on the design, construction, and occupancy of all types of new and existing buildings and structures in accordance with the applicable laws and bylaws, following the appropriate qualification level scope of practice.
- Review and inspect construction, renovation, alteration, and addition, change in use, interior improvement and demolition of existing buildings, following the appropriate qualification level scope of practice.
- Review drawings, plans and specifications; investigate construction and renovation work; and communicate with stakeholders to determine and ensure compliance with applicable laws, bylaws, Codes and Standards.
- Liaise with Fire Rescue, Operations and Planning Departments, other agencies and organizations and other regulatory bodies involved with property development or any health, fire and life safety matters related to construction of buildings and other structures.
- Prepare statistical, summary, detailed and other reports.
- Conduct building code, regulation and bylaw compliance reviews to confirm compliance.
- Initiate corrective actions related to unsafe conditions in new and existing constructions.
- Enforce law with Stop Work Orders, Orders to Secure, upgrade or demolish unsafe buildings or conditions.
- Prepare information for prosecution and/or injunction and provide expert testimony and issue Municipal Ticket Information.
- Assist in the enforcement of local regulations and bylaws regarding health, fire, and safety.
- Collaborate with Bylaw Enforcement Officers, members of the planning department and other city departments.
- May enforce and administer bylaws related to minimum acceptable property and building maintenance standards, heating, ventilating, solid fuel burning appliances, etc.
- Maintain familiarity with current and past Provincial and National Building Codes and Standards,

Federal and Provincial legislation and Municipal bylaws pertaining to health, fire, and life safety in construction.
- Maintain familiarity with all aspects of the construction industry, including construction methods, procedures, practices, and materials.
- All employees shall work in accordance with the City of Fernie's Safety Management System.
- Provide mentorship to City of Fernie Building Official(s) and Building Official(s) in Training at the same or lower level of qualification.
- Undertaking other related duties as required.

*These key duties are general descriptions of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

## Minimum Qualifications

Required Qualifications:

- Grade 12 or equivalent.
- Valid Membership or eligibility for membership with Building Official's Association of BC
- Level 1 Building Official Certificate
- Level 1 Plumbing Official Certificate.
- Valid Class 5 B.C. driver's license.

## Knowledge, Skills & Abilities

- Trades qualification in carpentry or plumbing; or completion of a post-secondary program in Building Technology.
- Excellent computer skills including in depth knowledge and experience working in an MS Office environment.
- Can demonstrate strong written, verbal and conflict resolution skills for effectively communicating with clients.
- Ability to enforce regulations tactfully and with firmness.
- Ability to tactfully handle confidential enquiries and information.
- Thorough knowledge of BC Building and Plumbing Codes.
- Effective interpersonal and organizational skills.
- Ability to interpret maps and legal descriptions.
- Sound knowledge of local Government bylaws, and associated Provincial and Federal statutes including, the Community Charter and Local Government Act.
- Ability to represent the City at Court hearings.

## Competencies for Success

- Proficient at presenting to various stakeholders and levels of authority.
- Experience with Vadim, iCompass an asset.
- De-escalation training and/or Conflict Resolution training.
- Effective organizational skills with an ability to handle conflicting demands and priorities.
- Well developed report writing skills.

## Acknowledgment

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

In making promotions the applicant with the greatest seniority, having the required qualifications, and ability to do the job, shall be awarded the position. Employment for this role is a Temporary, one-year term (up until December 31, 2027), Full-Time (35 hours/week) position. This is a unionized, unbenefited position and will be part of CUPE Local 2093, with a wage range of $46.42-$49.60/hour, depending on certifications.

Detailed applications containing a cover letter and resume should be received by **12:00 PM on October 27, 2026,** and be addressed to:

**Jeremy Johnston, Director of Planning and Development Services**
**C/O Human Resources**
City of Fernie, 501 – 3rd Ave, PO Box 190, Fernie, BC, V0B 1M0 or
careers@fernie.ca

*We wish to express our appreciation to all applicants for their interest in applying for this position.*
*The City of Fernie is committed to diversity, equity and inclusion in the workplace and during the recruitment process. We welcome applicants from all qualified individuals, including those who belong to equity-deserving groups. If you require accommodation to participate in the recruitment process, please inform us when you apply, and we will make every effort to meet your needs. Staff can be reached at careers@fernie.ca or reached at 250-423-2259 to arrange for accommodation. The City of Fernie strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, City of Fernie will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.*