



Building Official II or III

📅 Posted 02-May-2025 (PST) | 🏠 Building | 💰 \$ 45.46-51.75 per hour | ⌚ Hourly | 🏢 Full-time Permanent | 🇨🇦 CUPE [Email Me This Job](#)

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton is looking to fill the position of either **Building Official II, or Building Official III** in our Building Team. The Building department interacts regularly with internal and external stakeholders during the pre-development, planning, building permit and licensing process and advances the City's Mission as a livable, thriving, safe and sustainable city by guiding how buildings are constructed, occupied and businesses operate. Our goal is to continue to develop our team and systems to become one of best mid-sized cities Canadian building departments in the areas of staff engagement, fair service, modern operating systems and consistent permit processing and enforcement.

Reporting to the Building Department Manager, **Building Officials** manage building permits from application to occupancy. Other responsibilities can include Business Licence inspections and projects revolving around stratifications, changes of use, enforcement and fire/flood damage repairs.

The City of Penticton is one of the most active development regions in the province, with a unique range of large, small and complex construction projects and is a regional leader the use of digital permitting and inspection systems.

Key Responsibilities:

- Reviews plans and other documentation accompanying applications for permits to construct, or alter buildings and structures to ensure compliance with applicable codes, acts, bylaws, standards and regulations.
- Monitors and inspects buildings and structures at various stages of completion to ensure compliance with applicable codes, acts, by-laws, standards and regulations.
- Coordinates the processing of applications through relevant City departments to issue a variety of permit types.
- Reviews and evaluates reports submitted by designers or registered professionals.
- Determines compliance of existing buildings being altered, added to or having a change of use.
- Provides technical assistance, advice, interpretation and information to property owners, contractors, engineers, architects and other municipal staff on matters related to buildings.

Required Knowledge, Abilities & Skills:

- Strong customer service and communication skills; effective problem-solving skills and the ability to establish and maintain effective working relationships across a variety of stakeholders.
- Ability to make decisions and apply the power of the authority having jurisdiction through the building bylaw.
- Ability to deal effectively with owners, contractors, tradesmen, registered professionals and others and to enforce all regulations, bylaws and ordinances tactfully and firmly with sound judgment.
- Knowledge of applicable sections of the Building Code, and other related safety regulations, procedures, permits and by-laws as they relate to the work being performed.
- Ability to read and interpret plans, specifications, and other related material.
- Proven ability in analyzing situations and making decisions based on an understanding of a complex set of potential consequences.
- Ability to use smart phone, computer, and software applications, such as Microsoft Word, Excel and Outlook, and the ability to learn similar permit and property records management systems as well as (GIS) Geographical Information Systems.

Education, Training & Experience:

- Completion of Grade 12, supplemented by completion of a recognized program from a technical institute in Building Technology OR completion of a recognized apprenticeship in carpentry.
- Certification as a Level 2 or Level 3 inspector (BOABC) or eligibility for qualification and certification through the Building Official In-Training Program for one of these levels.
- Valid BC Driver's Licence, minimum Class 5 Training or Certification in Mechanical, Fire Alarms and Fire Suppression systems would be an asset.
- Training or Certification in Bylaw Enforcement would be an asset.
- Training or Certification related to project management, communication or leadership would be an asset.

Why should you consider working for us?

- Our organization is the ideal size for you to make a difference and have an impact.
- We care deeply about the community we serve.
- The City has a strong learning culture; we want our people to grow and succeed.
- Attractive vacation and benefits package including pension and paid statutory holidays.

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, 2SLGBTQIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, 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 **May 19, 2025.**

Position type:	Full-Time Permanent	
Wage:	Building Official II	\$45.46 - \$50.51 (Pay Grade 16, CUPE)
	Building Official III	\$46.79 - \$51.75 (Pay Grade 17, CUPE)
Benefits:	Attractive benefits and vacation package.	
Comp #:	25-68	