

The City of Trail

JOB DESCRIPTION

TITLE: BUILDING OFFICIAL I, II, III
DEPARTMENT: CORPORATE SERVICES
REPORTS TO: MANAGER OF PLANNING AND CLIMATE ACTION

➤ *This position is within the Bargaining Unit – CUPE Local 2087*

POSITION SUMMARY:

Reporting to the Manager of Planning and Climate Action, the Building Official is primarily responsible for reviewing, approving and the efficient processing of building and plumbing permit applications. The Building Official responds to customer inquiries related to British Columbia Building Code regulations, the Building Bylaw, the Zoning Bylaw, as well as conducting building and plumbing inspections in accordance with their certification level.

RESPONSIBILITIES:

1. Reviews and issues building and plumbing permits in compliance with applicable regulations such as the City's Building Bylaw, Zoning Bylaw, B.C. Building Code, and any further applicable regulations and legislation;
2. Responsible for reviewing, organizing, processing and maintaining building permit applications;
3. Approval of permits and plans which are compliant with the BC Building Code, related standards, local bylaws and policies;
4. Conduct on-site inspections of buildings under construction, additions and repairs to existing buildings, for conformance to City building and zoning bylaws and Development Permit requirements;
5. Issue Occupancy Permits where required;
6. Investigates new construction and existing buildings for compliance and ensures resolution is achieved to deficiencies or related bylaws;
7. Responds to inquiries by phone, mail, and in-person with respect to regulatory matters and procedures for building permits, zoning information, bylaws and related information;
8. Coordinates inter-departmental and external agency review of complex Building Permits as appropriate;
9. Takes administrative and enforcement action as may be required to ensure compliance with City Bylaws, Codes, and other related standards and regulations, including Stop Work and Do Not Occupy Orders where appropriate. Reviews serious compliance issues with the Manager of Planning and Climate Actions;
10. Provide building code expertise to all departments;
11. Maintain accurate records on all jobs being inspected in cloud-based environment;
12. May provide support in the preparation of staff reports or correspondence on building-related matters as required;

13. Assists the Manager of Planning and Climate Action in policy research and proposed building, development, and zoning Bylaw amendments;
14. Other related duties as assigned.

ESSENTIAL QUALIFICATIONS:

1. Minimum High School Diploma (Grade 12 or GED).
2. Level I Building Inspector BOABC Certification.
3. Level I Plumbing Inspector POABC Certification.
4. Valid BC Driver's License – Class 5.
5. Minimum one (1) years' experience as a municipal building official.
6. Required to obtain criminal record clearance.

DESIRABLE QUALIFICATIONS:

1. Level II Building Inspector BOABC Certification.
2. Level III Building Inspector BOABC Certification.
3. Red Seal Trade, or Diploma in Building or Civil Technology, or related field, or significant experience in the construction industry.
4. Minimum three (3) years' municipal building official experience.

COMPETENCIES (Knowledge, Skills, and Abilities):

1. Ability to work collaboratively with others and to contribute to a team environment.
2. Proficient in the use of technical and regulatory language, with the ability to prepare clear, accurate inspection reports and communicate compliance requirements effectively.
3. Ability to be self-motivated with a high degree of initiative.
4. Ability to deliver high levels of customer service and deal effectively and courteously with the public, council, staff, contractors and external agencies.
5. Ability to work in a fast-paced, deadline-orientated work environment.
6. Knowledge of City procedures and policies.
7. Ability to communicate effectively both verbally and in writing.
8. Thorough knowledge of principles and practices of current planning, building codes and development in BC.
9. Ability to read and review site plans, building plans and other applications for accuracy and completeness.
10. Ability to prioritize workloads, to work independently with minimal guidelines and supervision, and to perform tasks under periodic work pressure.
11. Ability to analyze problems and identify alternative solutions.
12. Physical ability to carry out the duties of the position.
13. Ability to operate related equipment.
14. Basic competency with online mapping applications.
15. Proficiency with word processing, email and spreadsheet software (such as MS Word, Excel and Outlook).

16. Familiarity with geographic information system software.
17. Familiarity with paperless building permit processing software.

WAGES

Level 1 Building Official

Pay Grade 12 of Schedule "B" of the Collective Agreement

Level 2 Building Official

Pay Grade 14 of Schedule "B" of the Collective Agreement

Level 3 Building Official

Pay Grade 17 of Schedule "B" of the Collective Agreement

HOURS OF WORK

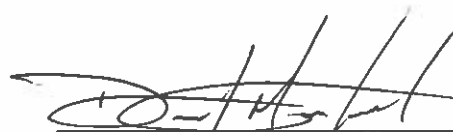
As per the Collective Agreement.

Approved by:



CUPE, Local 2087 representative

Date: July 31, 2026



City of Trail representative

Date: July 31, 2026.