



Job Description

Title:	Senior Building Official
Department:	Planning and Development
Date Updated:	November 2025
Supervisor:	Director of Planning and Development Services

Position Overview

The Senior Building Official is responsible for providing expert guidance and oversight for the Squamish-Lillooet Regional District's Building Department. This role combines office-based responsibilities with fieldwork, requiring regular travel throughout the Regional District's Electoral Areas. Key duties include conducting on-site inspections to verify that construction design, materials, workmanship, and safety features meet or exceed established standards and comply with the BC Building Code and SLRD regulations. This position involves technical and regulatory work focused on ensuring building construction aligns with approved plans and applicable codes.

Major Duties

- Inspects industrial, commercial, institutional and residential projects as frequently as necessary during the course of construction, alterations and repairs to ensure compliance with applicable regulations, acts, standards, codes and bylaws; advises on required changes or corrections and ensures that such are carried out.
- Examines and checks plans for industrial, commercial, institutional and residential projects for compliance to regulations, acts, standards, codes and bylaws, handles permit applications for new buildings, solid fuel burning appliances, renovations, additions, and demolitions and processes same for acceptance or rejection.
- Prepares reports on inspections and issues notices when required standards have not been met for presentation to the Regional Board and also gives factual evidence in court as required.
- Develops systematic procedures for the processing of building/plumbing inspections for the SLRD.

- Provides guidance to support staff and building clerks.
- Prepares reports for the Chief Administrative Officer, Director of Planning and Development and Regional Board as required and attend Regional Board meetings to present said reports.
- Maintains Building Department records and ensures that all building/plumbing applications are processed and catalogued in a manner that can be easily accessed to provide status reports. Estimates building costs.
- Provides recommendations on general policies and procedures related to the Building Department, which includes preparing building and regulatory bylaws for consideration by the Board.
- Provides the Director of Planning and Development and Regional Board with monthly building statistics.
- Works with the Director of Planning and Development Services to prepare the annual Building Department budget.
- Interprets the building bylaw of the Regional District and provides enforcement and direction in regard to the bylaw.
- Carries out field inspections to assess construction for compliance with the regulations, acts, standards, codes and bylaws, environmental concerns, geotechnical hazards and accepts or rejects the construction based on these assessments.
- Investigates building and zoning complaints to assess the validity of the complaint, and prepares follow-up documentation and direction of enforcement as required.
- Answers public inquiries about the building department, and provides technical advice, written and verbal correspondence with applicants, owners, developers, contractors, builders, professional consultants and applicable agencies.

Qualifications

- Completion of Grade 12 with a post-secondary education in Building Technology or a related field.
- Five (5) years of experience in a local government building department performing building inspections, or a recognized equivalent of education and experience.
- Certification from the Building Officials' Association of BC (minimum Level II certification; Level III preferred).
- Thorough knowledge of the methods, material, tools and equipment used in building construction, repair and alterations.
- Comprehensive knowledge and understanding of the BC Building and Plumbing Codes, which includes the ability to read and interpret building plans, recognize requirements and accept or reject plans as required.
- Good working knowledge of structural, civil, geotechnical, mechanical, and electrical engineering.

- Knowledge of geotechnical matters as they relate to building safety and an understanding of the statutory duties of the Building/Plumbing Inspector pursuant to the *Local Government Act*.
- Ability to deal diplomatically and communicate effectively with elected officials, staff and the public, using good oral and written communications skills.
- Ability to exercise sound judgment, tact and diplomacy in the interpretation, application and enforcement of all regulations, acts, standards, codes and bylaws.
- Ability to work independently and assume responsibility for technical decisions.
- Ability to prepare and maintain work records, reports and correspondence.
- Ability to acquire a boating licence and operate a small boating vessel in order to conduct building inspections.
- A B.C. Driver's License – Class 5 with satisfactory driving record.