

BUILDING OFFICIAL

The City of Moose Jaw is seeking to fill our Building Official position. Under the direction of the Director of Planning and Development Services, the Building Official is responsible for various administrative and technical duties relating to the inspection of building construction and alterations, ensuring compliance with various building codes, zoning regulations and related bylaws.

This position will perform the following duties:

- Administer the Building Bylaw in conjunction with the Uniform Building & Accessibility Standards Act and Regulations and the National Building Code of Canada.
- Review or ensure the review of all building plans to ensure compliance with bylaws and the Building Code.
- Issue building and moving permits.
- Provide for periodic field inspections of all buildings under construction to ensure compliance.
- Prepare statistical reports and ensure an efficient file and record management system is maintained.
- Prepare reports for consideration of the Director for submission to City Council and regulatory bodies.
- Provide information and interpretation of bylaws, policies and procedures to the public and municipal staff and liaise with government agencies.
- Inspect damaged buildings and recommend appropriate action for submission to City Council relative to the Uniform Building and Accessibility Act.
- Complete the tendering process for the demolition of buildings.
- Issue correction orders, stop work orders, compliance orders and demolition orders as required due to a non-compliance with various acts, bylaws and regulations.
- Provide administrative and technical services in cooperation with the Director as related to the administration of the Zoning Bylaw.
- Enforce City bylaws and provincial/federal legislation as required.

Qualified applicants will possess:

- Class 3 Building Official License pursuant to the Uniform Building & Accessibility Standards Act.
- Five (5) years' related experience in municipal building inspection.
- Applied Science Technologist (A.Sc.T.) or equivalent combination of education and experience
- Valid Class 5 driver's license and personal vehicle available for work use.
- Knowledge and experience in the utilization of computer systems.
- Effective interpersonal, verbal and written communication skills.
- Ability to accept responsibility, work with minimum supervision and work outside the normal hours of work.
- Membership in Saskatchewan Applied Science Technologists & Technicians of Saskatchewan.

The City would welcome the opportunity to review applications from applicants with a Class 1 or 2 for alternate position.

Please submit a resume prior to 5:00 p.m. November 30, 2021, with names of references and clearly indicating Competition #21-46 to:



City of Moose Jaw, Human Resource Services
Fax: (306) 694-4517 or
E-mail: postings@moosejaw.ca