

## Employment Opportunity

### Building Officer (Full-time/Permanent)

The City of Summerside is seeking a knowledgeable and detail-oriented professional to join our Technical Services Department as Building Officer.

This technical and administrative position is responsible for reviewing construction plans, issuing building permits, conducting building inspections, and administering and enforcing applicable bylaws, codes, and regulations. The Building Officer also provides technical guidance and direction to City staff, contractors, and the public regarding building and development requirements.

#### **Key Responsibilities:**

- Administer and enforce the City's building, development, and property standards bylaws.
- Review permit applications, plans, and specifications for compliance with applicable codes and regulations.
- Conduct building inspections throughout construction and occupancy.
- Interpret and enforce the National Building Code of Canada and other adopted standards.
- Maintain accurate records of permits, inspections, and approvals.
- Provide technical advice and support to other City departments.
- Prepare reports, correspondence, and recommendations.
- Issue signage permits, home occupation permits, and other permits as required.
- Act as a local assistant to the Fire Marshal and conduct fire inspections as required.
- Perform other related duties as assigned.

#### **Qualifications and Competencies:**

##### Required Qualifications:

- Degree or diploma in Civil Engineering, Architecture, Construction Technology, Building Technology, or a related field; or an equivalent combination of education and experience.
- Professional Engineer (P.Eng.), Registered Architect, or Residential Level Building Official qualification (or higher), or eligibility to obtain such designation.
- Significant experience in building construction, inspection, plan review, or code enforcement.

- Extensive knowledge of building construction practices, materials, and systems, including structural, mechanical, electrical, plumbing, and fire protection systems.
- Strong working knowledge of the National Building Code of Canada, related legislation, and municipal bylaws.
- Ability to read and interpret construction drawings, plans, and specifications.
- Ability to prepare technical reports, correspondence, and recommendations.
- Strong computer skills, including Microsoft Office and permit management or database software.
- Excellent analytical, organizational, communication, and interpersonal skills.
- Sound judgment, attention to detail, and the ability to work independently.
- Commitment to professional development and continuous learning.
- Valid Class 5 driver's licence.
- Satisfactory criminal record check.
- Strong work and attendance record.

#### Assets

- Red Seal Carpenter Certification.
- Experience working in a municipal government.
- Additional relevant certifications or professional designations.
- Bilingualism (English/French).

#### **What We Offer:**

- comprehensive medical and dental coverage
- access to 24/7/365 virtual care via the medical provider
- employer-paid Employee Assistance Program (EAP/EFAP)
- pension plan
- three weeks of vacation to start
- supportive and welcoming work environment in a thriving community


**Hours:** 40 hours per week

**Salary Range:** \$79,608 - \$85,856

#### **How to Apply:**

Submit a confidential cover letter and resume outlining your qualifications and interest in the position. Please include "Building Officer in the subject line of your email.

 **Email:** [jobs@summerside.ca](mailto:jobs@summerside.ca)

 **Deadline to apply:** Wednesday, June 3rd at **4:00 PM (AST)**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

*The City of Summerside is committed to creating an inclusive, respectful, and accessible workplace for all employees.*