

# BUILDING OFFICIAL – CLASS 3

- *Apply Now* -

**Building Official – Class 3** is responsible for reviewing, issuing, inspecting, and closing commercial and industrial building permits, as well as supporting enforcement activities in accordance with *The Construction Codes Act*, *The Building Code Regulations*, and *The Energy Codes Regulations* and applicable municipal bylaws.

Some of the duties include:

- Review and evaluate permit applications, construction drawings, and specifications.
- Issue building, occupancy, demolition, moving, and alteration permits.
- Ensure permit applications and construction projects adhere to relevant legislation.
- Conduct site inspections at all required stages of construction.
- Enforce municipal building and zoning bylaws and provincial codes.
- Identify deficiencies and issue correction notices or stop-work orders.
- Provide expert advice to internal departments, developers, and the public to support code-compliant construction.
- Provide technical support to staff and junior building officials.



City of Moose Jaw  
Human Resource Services

Email:

[postings@moosejaw.ca](mailto:postings@moosejaw.ca)

Competition #25-36

## QUALIFICATIONS:

- Class 3 Building Official under the Saskatchewan Building Officials Association, **OR** Class 2 Building Official and obtain Class 3 within 1 year.
- Post-secondary program in a related field with 3 years related experience; **OR** Grade 12 Diploma, supplemented by continuous related learning/certifications and 5 years of relevant experience in the construction industry.
- 2 years' experience as a building official, with a focus on commercial and industrial projects with specific involvement in plan review and monitoring complex projects.
- Strong knowledge of applicable municipal, provincial, and federal legislation, including *The Construction Codes Act*, *The Building Code Regulations*, and *The Energy Code Regulations*.
- Critical thinking experience applying construction standards to new construction as well as renovation/alteration of existing buildings.
- Proficiency in Microsoft-based computer systems.
- Valid Class 5 Saskatchewan driver's license.



**Salary: \$86,928 to \$99,492**



One of the sunniest cities in Canada, Moose Jaw offers a small town feel with BIG CITY amenities. Beautiful parks, historical downtown, Home of the Warriors & Snowbirds and a close drive to many lakes. All this and affordable living too.

[mj-relocation-guide.pdf](#)