



DISTRICT OF COLDSTREAM

Clerk – Building Inspection

Regular – Part Time

Position Summary

The District of Coldstream is seeking a customer-focused, organized, and detail-oriented professional to join the team as a Clerk - Building Inspection (Regular Part-Time). This position plays an important role in supporting the Development Services Department and serves as a key point of contact for residents, contractors, developers, and other stakeholders accessing municipal services.

Reporting to the Director of Development Services, the Clerk - Building Inspection provides clerical and administrative support primarily related to the intake, processing, and issuance of building permits and other approvals administered by the Development Services Department, while also supporting other departments as required. Working closely with the other Clerk - Building Inspection, this position is responsible for maintaining competency in all aspects of the role and ensuring the efficient delivery of front-counter services, records management, fee collection, and permit administration.

This role assists the public by providing information related to Development Services processes, interprets and communicates applicable bylaws and regulations, processes applications and payments, maintains departmental records, and prepares reports and statistical information. This position contributes to the effective delivery of municipal services by ensuring administrative processes are completed accurately, professionally, and in accordance with District bylaws, policies, and procedures.

Required Qualifications

- Certificate in office administration or business administration
- Minimum three years of office administrative experience, preferably in municipal government
- Working knowledge of basic accounting principles
- Ability to calculate and levy fees and charges based on the District's Miscellaneous Fees and Charges bylaw and other District bylaws
- Knowledge of Development Services Department and services to explain to the public, organize and manage files and records
- Ability to interpret relevant documents and bylaws of a technical nature (i.e., Building, Zoning Bylaw, Business Licence Bylaw, Noise Control Bylaw, Weapons Regulation Bylaw, open-burning regulation) and communicate the same to the public.
- Develop tables, prepare historical fee records, statistical reports
- Ability to work cooperatively and productively in a team atmosphere, demonstrate proper phone etiquette and interpersonal skills

To view the full job description, requirements and recruitment status, visit

coldstream.ca/careers

We thank all candidates for their interest; however, only those selected for interviews will be contacted

Job Posting #26-18

Hourly Rate: \$39.53

Benefits: Comprehensive medical and dental, vacation, sick, and statutory holiday benefits are available as outlined in the CUPE Collective Agreement and pro-rated for Part-Time workers.

Schedule: The normal work schedule consists of a minimum of 25 hours per week, with hours scheduled by the Director of Development Services between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Posting Date
October 16, 2026

Application Deadline
November 1, 2026

Application Information
Apply, in confidence, by providing a cover letter and resume referencing the above noted job posting number to hr@coldstream.ca (in PDF format).

About the Community
Coldstream is a vibrant, family-friendly community in the beautiful North Okanagan. It is nestled in the Coldstream Valley, an area known for its agricultural activities, breathtaking views and endless outdoor and recreation amenities. The location allows for a quality lifestyle that is second to none - with quick and easy access to all necessary amenities.