



JOB DESCRIPTION

Title	Building Official I	Pay Grade	12 Inside
Department	Development Services	Location	Municipal Hall
Supervisor	Director of Development Services	Reviewed	January, 2023

Nature and Scope of Work

The Building Official I will be required to perform a full range of building and plumbing inspection services including plan review and field inspections for compliance with applicable codes and relevant regulations. As the primary liaison with stakeholders in the building process the inspector provides guidance and takes action as necessary to ensure all deficiencies and/or infractions are corrected.

Duties

1. Reviews and processes building and plumbing permit applications including technical review of building and construction plans, associated reports and documentation for compliance with the BC Building and Plumbing Code, related District bylaws and applicable standards and regulations including but not limited to safety, health, accessibility, fire and the structural protection of buildings;
2. Issues Building Permits and Occupancy Permits for facilities that have fulfilled the requirements of all applicable District bylaws and Provincial Code requirements;
3. Performs technical inspections on residential, institutional, commercial and industrial facilities and other structures as prescribed by the Building Bylaw;
4. Creates inspection reports, documents violations, explains deficiencies, provides guidance and technical advice to builders, resolves inspection and compliance issues generated in the field and when necessary, initiates enforcement on non-compliant structures, authors correspondence to all affected parties on compliance alternatives and ensures appropriate follow-up and resolution;
5. Maintains a positive working relationship with the building industry, other departments, other levels of government, consultants and the general public;
6. Responds to inquiries from architects, engineers, designers, contractors and the general public on application process, building code issues, inspections, interpretation of codes, bylaws and compliance requirements;
7. Writes, maintains, and reviews inspection and permit records, general letters, correspondence and technical reports; keeps accurate, complete and current records and presents oral and written reports as requested;
8. Maintains up-to-date knowledge of new developments in building and plumbing technology,

materials and associated regulations and ensures that required certifications are current;

9. Recommends new policies and prepares procedures to ensure staff are current on new construction methods, materials and updated Building Code requirements;
10. Performs other related work as required.

Required Skills and Knowledge

1. A thorough knowledge of all sections of the current British Columbia Building Code, other related Federal and Provincial Acts, standards or regulations and the District Building Bylaw;
2. A thorough knowledge of the methods, practices, materials, tools, procedures and equipment related to the construction of residential, commercial, institutional, industrial facilities or other structures as required;
3. Familiarity with the *Building Act*, *Local Government Act*, *Community Charter* and District's Zoning Bylaw as they relate to the role and responsibilities of the Building Official and to building permits;
4. The ability to read building and plumbing construction plans and specifications;
5. Knowledge of the intent and objectives of Building Code and the ability to research and provide guidance on accomplishing the proposed objectives in order to compare proposed equivalent methods, material or process for compliance;
6. Ability to recognize and determine the need for further information that may include independent technical reports;
7. The ability to exercise considerable courtesy, tact and diplomacy in the discussion and interpretation of building code requirements with architects, engineers, designers, contractors and the general public;
8. Knowledgeable on health and safety issues and the use of personal protective equipment appropriate to the construction environment;
9. The ability to communicate effectively orally and in writing, with a variety of clients and stakeholders; ability to communicate in appropriate technical language with other professionals, as well as an ability to interpret highly technical terms into lay language and facilitate code compliance;
10. The ability to work independently and efficiently with limited supervision;
11. Fully conversant with Microsoft Office software package and GIS software; and

Required Qualifications

1. Graduation Senior Secondary Grade 12;
2. Level One (1) Certification from the Building Officials Association of British Columbia (BOABC);
3. Eligible for continuing membership in the Building Officials' Association of British Columbia (BOABC);

4. Minimum Level One (1) Certification from the Plumbing Officials Association of British Columbia (POABC);
5. Pertinent experience in the construction industry;
6. Ability to pass and maintain a Police Information Check, and
7. Valid Class 5 BC Driver's License.

Remuneration and Hours of Work

1. Remuneration in accordance with Schedule 'A' of the CUPE, Local 1136, Collective Agreement.
2. Hours of work in accordance with the CUPE Collective Agreement.