



JOB DESCRIPTION

Title	Building Official II	Pay Grade	15 Inside
Department	Development Services	Location	Municipal Hall
Supervisor	Director of Development Services	Reviewed	September 2024

Nature and Scope of Work

The Building Inspector II will be required to perform building plan review and inspections to ensure compliance with the British Columbia Building Code and applicable District Bylaws.

Duties

1. Performs technical reviews of building and construction plans, drawings, plumbing schematics and associated reports and documentation for compliance with Building and Plumbing Codes, related District bylaws, standards and regulations including but not limited to, structural, plumbing, mechanical and fire safety;
2. Issues Building Permits and Occupancy Permits for facilities that have fulfilled the requirements of all applicable District bylaw and Provincial Building Code requirements;
3. Performs technical and specialized on-site building inspections on residential, institutional, commercial and industrial facilities and other structures as needed;
4. Resolves inspection and compliance issues generated in the field and when necessary initiates enforcement on non-compliant structures and ensures appropriate follow-up and resolution;
5. Creates inspection reports, documents violations and authors other correspondence to all affected parties on compliance efforts;
6. Responds to inquiries from architects, engineers, designers, contractors and the general public on building code issues, inspections, inspection schedules and compliance requirements;
7. Writes, maintains, and reviews inspection and permit records, general letters, correspondence and technical reports and presents oral and written reports as requested;
8. Maintains up-to-date knowledge of new developments in building and plumbing technology and associated regulations and ensures that required certifications are current. Researches alternative Code solutions when required; and
9. Performs other related work as required.

Required Skills and Knowledge

1. A thorough knowledge of all sections of the current British Columbia Building Code and other related Provincial Acts, standards or regulations pertaining to residential, commercial, institutional, industrial facilities or other structures as required;
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. A thorough knowledge of the District's Building Bylaw related to residential, commercial, institutional, industrial facilities or other structures as required;
4. The ability to read building construction plans and specifications;
5. 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;
6. The ability to communicate effectively orally and in writing;
7. The ability to work independently and efficiently with limited supervision;
8. Fully conversant with Microsoft Office software package and Autodesk GIS software; and
9. Familiarity with the District's Zoning Bylaw, *Local Government Act* and *Community Charter* as it relates to building permits and inspections.

Required Qualifications

1. Post-secondary degree or diploma in a field related to building construction or equivalent supplemental courses;
2. Minimum Level 2 (Level 3 preferred) certification from the Building Officials Association of British Columbia (BOABC);
3. Minimum Level 1 certification from the Plumbing Officials Association of British Columbia (POABC);
4. Five (5) years of inspection experience;
5. Ability to pass and maintain a Police Information Check, and
6. 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.