



## JOB DESCRIPTION

<b>Title</b>	Senior Building Inspector	<b>Pay Grade</b>	18 Inside
<b>Department</b>	Development Services	<b>Location</b>	Municipal Hall
<b>Supervisor</b>	Director of Development Services	<b>Reviewed</b>	October 2019

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### Nature and Scope of Work

Under the direction of the Director of Development Services, the Senior Building Inspector serves as the District's authority on the BC Building Code. The individual 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 senior inspector provides guidance and takes action as necessary to ensure all deficiencies and/or infractions are corrected.

### Duties

1. Works closely with Development Services staff and the local development industry to ensure the community develops in a sustainable manner. Through the provision of outstanding customer service to both internal and external customers the Senior Building Inspector retaining positive relationships in the industry is critical for this role.
2. Supervises the daily operations of the Building Inspections functions within the Development Services Department under the direction of the Director of Development Services;
3. Reviews and processes complex 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 and structures;
4. Liaises with internal staff and external agencies to ensure applicable property development approvals are received prior to Building Permit issuance;
5. Obtains letters of undertaking/commitment from design and other suitably qualified professionals if and when applicable;
6. Assess and documents compliance alternatives if and when applied;
7. Issues Building Permits and conducts final inspections for buildings and structures that have fulfilled the requirements of all applicable District bylaws and Provincial Code requirements;
8. Performs technical inspections on residential, institutional, commercial and industrial facilities and other structures as prescribed by the Building Bylaw;

9. Directs changes to construction that do not meet standards;
10. 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
11. Maintains a positive working relationship with the building industry, other departments, other levels of government, consultants and the general public;
12. Responds to inquiries on application process, building code issues, inspections, interpretation of codes, bylaws and compliance requirements;
13. Collaborates positively with the Director of Development Services, Building Inspectors and other departmental staff in delivering development services functions;
14. Supports the Director of Development Services in the development of strategic initiatives and policies for the department and meet inter-departmental service objectives;
15. Assumes ownership of the Building Bylaw and proactively recommends amendments as necessary;
16. 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 required;
17. Maintains up-to-date knowledge of new developments in building and plumbing technology, materials and associated regulations and ensures that required certifications are current;
18. Recommends new policies and prepares procedures to ensure staff are current on new construction methods, materials and updated Building Code requirements;
19. 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. Recognition of the needs of the development industry to ensure efficient processing of building applications;
9. Knowledgeable on health and safety issues and the use of personal protective equipment appropriate to the construction environment;
10. 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;
11. The ability to work independently and efficiently with limited supervision;
12. Fully conversant with Microsoft Office software package and GIS software; and

### **Required Qualifications**

1. Post-secondary degree or diploma in a field related to building construction or equivalent supplemental courses;
2. Level 3 Certification from the Building Officials Association of British Columbia (BOABC);
3. Minimum Level 1 (Level 2 preferred) Certification from the Plumbing Officials Association of British Columbia (POABC);
4. Eligible for registration on the Register of qualified building officials;
5. Seven (7) years of inspection experience;
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.