

**Date:** September 24, 2019

**Job Title:** Building Inspector Level 1, 2 & 3

**Reports to:** Director of Planning & Development Services

**Positions Supervised:** n/a

**Position Summary:**

- Administers District's building regulations, bylaws and relevant provincial and federal legislation

**Key Job Duties**

**Program Development and Implementation:**

- Review of building plans
- Building inspection
- License and permit administration

**Operations- Administration/Working Function:**

- Review building permit applications, preliminary concept plans and make recommendations for compliance with building codes, standards and District bylaws
- Provide plan checking such as technical assistance and interpretation to advise applicants on required design changes and corrections including setback requirements, title search of covenants and easements, availability of services, issues building construction permits, conversion and demolition permits
- Perform on-site inspections of buildings and structures, ventilation and solid fuel burning appliances, and plumbing installations to ensure that permits, related bylaws, codes and regulations are in compliance
- Investigate and resolve complaints related to construction; issues stop work orders and no occupancy notices when there are violations of building bylaws; carry out final inspections and approve occupancy permits for completed buildings
- Respond to inquiries and complaints from the public, outside agencies and other District departments regarding codes and bylaws, building construction, zoning and planning and bylaw issues; conduct follow up on complaints, issue recommendations and orders for remediation of violation; follow up to ensure compliance with directives; issue Municipal tickets for bylaw infractions, give evidence in court in defence of matters related to administration of bylaws
- Review applications such as sign permits, business licenses, driveway access, parking regulations for municipal bylaw compliance
- Conduct site inspection to verify compliance with applicable bylaws and regulations, notify businesses and applicants of non-compliance, investigate and resolve complaints, issue warning notices and tickets or recommend further corrective action
- Maintain a variety of manual and computerized files such as plans and records of inspections, violation tickets, maintain records of building deposits and refund of deposits
- Prepare and submit monthly statistical reports to such agencies as CMHC, BC Assessment and Statistics Canada regarding building activity

**Customer Service/Communications:**

- Provide a variety of information, guidance and advice to the community, contractors and developers with respect to building inspection, bylaws , permits and licensing

**Risk Management Health and Safety:**

- Ensure proper building inspection and bylaw standards are practiced
- Practice and adhere to Work Safe BC and District policies and procedures
- Ensure accurate and complete information is given to the community and developers

**Leadership and Supervisory:**

- Participate as a team member ensuring high performance and service in the Planning Department
- Ensure building inspection and, bylaws and procedures are being followed

**Financial:** N/A

**Qualifications:**

**Education/Certification/Experience:**

- Completed recognized trades qualification in carpentry and plumbing, or 2 yr Technical Diploma related to Architecture, or Structural Engineering Technology
- Valid BC Class 5 Drivers License
- Level 1, 2 & 3 certification with Building Officials' Association of BC
- WETT (Wood Energy Technical Training) Certification preferred
- 4 years related experiences or an equivalent combination of education, training and experience

**Skills:**

- Communicate effectively with the community, contractors and developers regarding building inspection, permits and licensing
- Develop and maintain effective workplace relationships
- Demonstrate tact and diplomacy
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

**Job Provisions:**

- Maintain professional and technical requirements for the position
- Stay current with building inspection, permits and licencing standards and practices in BC
- May be required to perform additional duties as assigned by supervisor