



JOB DESCRIPTION

Title:	Building Official
Department:	Planning and Development Services
Supervisor:	Director of Planning and Development Services
Status:	Full-time, Regular
Date:	March 2023

Job Overview

The operating environment of the Building Official is split between the Regional District office and the field. The Building Official travels throughout the Electoral Areas of the Regional District conducting field work which includes inspecting construction to ensure that design, material, and safety features meet or exceed standards and conform to accepted plan specifications established by the BC Building Code and SLRD bylaws and regulations. This is technical and regulatory work in the inspection of building construction.

Key Responsibilities

- Inspects industrial, commercial, institutional, and residential projects as frequently as necessary during the course of construction, alterations and repairs to ensure compliance with applicable regulations, acts, standards, codes and bylaws; advises on required changes or corrections and ensures that such are carried out.
- Examines and checks plans for industrial, commercial, institutional, and residential projects for compliance to regulations, acts, standards, codes and bylaws, handles permit applications for new buildings, solid fuel burning appliances, renovations, additions, and demolitions and processes same for acceptance or rejection.
- Prepares reports on inspections and issues notices such as Stop Work orders and Do Not Occupy notices when required standards have not been met. Also prepares reports for further actions as necessary for presentation to the Regional Board and also gives factual evidence in court as required.
- Develops systematic procedures for the processing of building/plumbing inspections for the SLRD.
- Manages and provides clear direction to support staff.
- Prepares reports for the Chief Administrative Officer, Director of Planning and Development and Regional Board as required and attends Regional Board meetings to present said reports.
- Maintains Building Department records and insures that all building/plumbing applications are processed and catalogued in a manner that can be easily accessed to provide status reports. Estimates building costs for the purpose of establishing permit fees.

- Provides recommendations on general policies and procedures related to the Building Inspection department, which includes preparing building and regulatory bylaws for consideration by the Board.
- Provides the Director of Planning and Development and Regional Board with monthly building statistics.
- Works with the Director of Planning and Development Services to prepare the annual Building Department budget.
- Interprets building and zoning bylaws of the Regional District and provides enforcement and direction in regard to said bylaws.
- Investigates building bylaw and zoning bylaw related complaints to assess the validity of the complaint, and prepares follow-up documentation and direction of enforcement as required.
- Answers public inquiries about the building department, and provides technical advice as it pertains to the Building Code and other legislative enactments, written and verbal correspondence with applicants, owners, developers, contractors, builders, professional consultants and applicable agencies.

Qualifications

- Qualification from the Building Officials' Association of BC (minimum Level I qualification). The SLRD will support training to Levels II and III.
- Completion of Grade 12 plus graduation from a post-secondary institution with a diploma in Building Technology along with related field experience, or a building trades Journeyman with experience, or a combination of training and experience.
- Related experience in a local government setting is preferred but not required.
- Thorough knowledge of the methods, material, tools, and equipment used in building construction, repair and alterations.
- Comprehensive understanding of the BC Building Code, which includes the ability to read and interpret building plans, recognize requirements, and accept or reject plans as required.
- Knowledge of geotechnical matters as they relate to building and occupant safety.
- A thorough understanding of the statutory duties of the Building/Plumbing Official pursuant to the Building Act and Local Government Act.
- Ability to deal diplomatically and communicate effectively with elected officials, staff and customers, using good oral and written communications skills.
- Ability to exercise sound judgment, tact and diplomacy in the interpretation, application and enforcement of all regulations, acts, standards, codes and bylaws.

- Ability to work independently and assume responsibility for technical decisions.
- Ability to prepare and maintain work records, reports, and correspondence.
- A valid Class 5 B.C. Driver's License.