



## Job Description

<b>Title:</b>	<b>Building Official</b>
<b>Department:</b>	Planning and Development
<b>Date:</b>	November 22, 2018
<b>Supervisor:</b>	Director of Planning and Development Services

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### **General Description of work**

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

### **Major Duties**

1. Examines and checks plans for 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.
2. Inspects 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.
3. Prepares reports on inspections and issues notices when required standards have not been met for presentation to the Regional Board.
4. May prepare reports for the Director of Planning and Development as required and may occasionally attend Regional Board meetings to present said reports.
5. 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

6. With the advice of the Planning Department, interprets building and zoning bylaws of the Regional District.
7. Carries out field inspections to assess construction for compliance with the regulations, acts, standards, codes and bylaws, environmental concerns, geotechnical hazards and accepts or rejects the construction based on these assessments.
8. Investigates building and zoning complaints to assess the validity of the complaint, and prepares follow-up documentation and direction of enforcement as required. May provide factual evidence in legal proceedings as necessary.
9. Answers public inquiries about the building department, and provides technical advice, written and verbal correspondence with applicants, owners, developers, contractors, builders, professional consultants and applicable agencies.

### **Minimum Qualifications**

Required knowledge, skills and abilities:

- Certification from the Building Officials' Association of BC – minimum Level 1.
- 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 safety and an understanding of the statutory duties of the Building/Plumbing Inspector pursuant to the *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 with assistance provided by the Chief Building Official.
- Ability to prepare and maintain work records, reports and correspondence.
- Valid B.C. Driver's License – Class 5.

### **Education/Experience**

Graduation from a post-secondary institution with a diploma in Building Technology along with related field experience, or a building trades Journeyman with experience is preferred.

Certification from the Building Officials' Association of BC (minimum Level 1 certification).

Related experience in a local government setting is preferred, however, on-the-job training will be provided.