

## BUILDING INSPECTOR III

### FUNCTIONS AND RESPONSIBILITIES

Under the direction of the General Manager of Development Services, responsible for supervision of the PRRD's building and plumbing inspection function; coordination and performance of plan checks, inspections and enforcement. Administers a variety of local government, Provincial and Federal bylaws and regulations.

### DUTIES

- Supervises the PRRD's building and plumbing inspection function and monitors systems to ensure a consistently high standard of service.
- Assists in the preparation of annual operating budgets for the building inspection function.
- Assists with preparation of departmental bylaws, amendments, policies and procedures.
- Administers and enforces the PRRD's building regulation bylaw, the BC Building and Plumbing Code and relevant PRRD bylaws in a concise and consistent manner.
- Provides services to participating municipalities of the PRRD to administer and enforce their building regulation bylaws, the BC Building and Plumbing Code and relevant bylaws in a concise and consistent manner.
- Maintains liaison and establishes a positive working relationship with the building industry, other PRRD departments, other PRRD municipal members, senior government agencies, consultants and the general public.
- Reviews plans and applications, issues permits, and conducts necessary inspections for construction, repair and alteration of buildings and plumbing for conformance with regulations, including zoning compliance.
- Advises owners and contractors of required corrections or changes in installations, and inspects to confirm corrections have been made. May issue stop work order if deficiencies have not been rectified or where work is proceeding contrary to permit process.
- Estimates value of proposed construction and calculates permit fees.
- Surveys the Regional District for illegal buildings and land use activities, including performance of field investigations of alleged building and zoning bylaw violations.
- Answers inquiries relating to building matters, the B.C. Building Code and the B.C. Plumbing Code.
- Recommends, through General Manager to the Regional Board, when action should be taken in cases of violations.
- Assists Fire Departments on plan reviews and site inspections.
- Provides guidance and technical advice to the PRRD, participating municipalities, developers, designers, contractors, and the public to ensure that building development proposals comply with regulations.
- Generates monthly, quarterly and annual building statistical reports.
- Receives complaints and coordinates investigations of bylaw infractions related to building inspection. Follows municipal procedures and processes to ensure conformance to bylaws.
- Performs related work as required.

## QUALIFICATIONS/EXPERIENCE

- a. Knowledge of all phases and types of modern building and construction practices, methods, materials and equipment.
- b. Preferred completion of a two-year diploma in building or civil technology; OR trade qualification certification in carpentry
- c. Minimum three (3) years of supervisory experience.
- d. Level III B.C. Building Inspection Certification from the Building Officials Association of British Columbia (BOABC) – with preference for three (3) years of field experience in a Level III capacity.
- e. Level 1 Plumbing certification
- f. WETT Certification (Wood Energy Technology Training)
- g. Valid Class 5 B.C. Drivers' License
- h. Extensive knowledge of the BC Building Code and Plumbing Code, the BC Local Government Act, Community Charter, municipal bylaws, construction standards and regulations related to building construction.
- i. Physically capable of moving about on construction sites, in all weather conditions.
- j. Considerable knowledge of: technology and operations of inspection service activities, methods and operations; provincial and local building regulatory environment; the construction industry, business practices and industry trends.
- k. Excellent interpersonal skills and demonstrated ability to handle a complex and varied work load.
- l. Ability to think creatively and develop an innovative approach to challenges.
- m. Ability to effectively and diplomatically communicate complex technical information, orally and in writing to contractors, developers, property owners, employees, consultants, other governmental agency representatives, elected officials and the general public.
- n. Reasonable knowledge of basic office computer operations, such as – word processing, spreadsheets, e-mail, databases, etc.
- o. Knowledge of the Freedom of Information Act regulations relating to the disclosure of confidential matters of the Regional District.

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The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position