

## BUILDING INSPECTOR III

### FUNCTIONS AND RESPONSIBILITIES

Under the direction of the General Manager of Development Services or designate, responsible for (1) supervision of the PRRD's building and plumbing inspection function; (2) coordination and performance of plan checks; (3) inspections and enforcement. Administers a variety of local government, Provincial and Federal bylaws and regulations.

### DUTIES

- Supervise the PRRD's building and plumbing inspection function, and monitor systems to ensure a consistently high standard of service.
- Assist in the preparation of annual operating budgets for the building inspection function.
- Assist with preparation of departmental bylaws, amendments, policies and procedures.
- Administer and enforce the PRRD's building regulation bylaw, the BC Building and Plumbing Code and relevant PRRD bylaws in a concise and consistent manner.
- Provide 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.
- Maintain liaison and establish 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, issue permits, and conduct necessary inspections for construction, repair and alteration of buildings and plumbing for conformance with regulations, including zoning compliance.
- Advise owners and contractors of required corrections or changes in installations, and inspect 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.
- Estimate value of proposed construction and calculate permit fees.
- Survey the Regional District for illegal buildings and land use activities, including performance of field investigations of alleged building and zoning bylaw violations.
- Answer inquiries relating to building matters, the B.C. Building Code and the B.C. Plumbing Code.
- Recommend, through General Manager to the Regional Board, when action should be taken in cases of violations.
- Assist Fire Departments on plan reviews and site inspections.
- Provide guidance and technical advice to the PRRD, participating municipalities, developers, designers, contractors, and the public to ensure that building development proposals comply with regulations.
- Generate monthly, quarterly and annual building statistical reports.
- Receive complaints and coordinates investigations of bylaw infractions related to building inspection. Follow municipal procedures and processes to ensure conformance to bylaws.
- Perform related work as required.

**QUALIFICATIONS/EXPERIENCE**

- Knowledge of all phases and types of modern building and construction practices, methods, materials and equipment.
- Preferred completion of a two-year diploma in building or civil technology; OR trade qualification certification in carpentry.
- Minimum three (3) years of supervisory experience
- 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.
- Level 1 Plumbing certification.
- WETT Certification (Wood Energy Technology Training).
- A valid Class 5 Drivers' Licence must be maintained.
- 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.
- Physically capable of moving about on construction sites, in all weather conditions.
- Considerable knowledge of: (1) technology and operations of inspection service activities; (2) methods and operations; (3) provincial and local building regulatory environment; (4) the construction industry, business practices and industry trends.
- Excellent interpersonal skills and demonstrated ability to handle a complex and varied work load.
- Ability to think creatively and develop an innovative approach to challenges.
- 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.
- Reasonable knowledge of basic office computer operations, such as – word processing, spreadsheets, e-mail, databases, etc.
- 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*

## BUILDING INSPECTOR II

### FUNCTIONS AND RESPONSIBILITIES

Under the supervision and direction of the General Manager of Development Services or designate, responsible for coordination and performance of plan checks and inspections of a technical nature related to the Building Inspection function of the Regional District. Administers a variety of local government, Provincial and Federal bylaws and regulations.

### DUTIES

- Supervise Building Inspection Level 1, assigned assistants and temporary workers.
- Assist in the preparation of annual operating budgets for the building inspection function.
- Review plans and applications for construction, repair and alteration of buildings and plumbing for conformance with regulations.
- Issue permits, as provided in the Building Bylaw, inspect work in progress and check for zoning compliance.
- Inspect permitted construction for compliance with applicable regulations.
- Advise owners and contractors of required corrections or changes in installations, and inspect 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.
- Estimate value of proposed construction and calculate permit fees.
- Survey the Regional District for illegal buildings and land use activities, including performance of field investigations of alleged building and zoning bylaw violations.
- Answer inquiries relating to building matters, the B.C. Building Code and the B.C. Plumbing Code.
- Enforce relevant provisions of the B.C. Building Code, B.C. Plumbing Code, etc. May request inspections by the Health Inspector, Electrical Inspector, Gas Inspector, or Fire Commissioner, when deemed necessary.
- Recommend, through Department Head to the Regional Board, when action should be taken in cases of violations.
- Assist Fire Departments on plan reviews and site inspections.
- Provide departments with technical advice related to building inspection matters.
- Submit monthly progress reports and other reports when requested.
- Receive complaints and coordinate investigations of bylaw infractions related to building inspection. Follow municipal procedures and processes to ensure conformance to Bylaws.
- Ensure personal safety while performing the duties of the position.
- Assist in project management for renovations and construction of Regional District buildings.
- Perform related work as required.

### QUALIFICATIONS/EXPERIENCE

- Completion of Grade 12 education or GED, and three (3) years of local government inspection duties with Level 2 B.C. Building Inspection Certification (or equivalent certification).
- Two (2) years of supervisory experience.
- Minimum Level 2 B.C. Building Inspection Certification (with Level 3 certification preferred).
- Level 1 Plumbing certification.
- WETT Certification (Wood Energy Technology Training).
- A valid Class 5 Drivers' Licence must be maintained.
- Physically capable of moving about on construction sites, in all weather conditions.

- 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.
- Considerable skill in interpreting and reviewing plans, drawings and specifications, and in applying regulations.
- Excellent interpersonal skills and demonstrated ability to handle a complex and varied work load.
- Ability to think creatively and develop an innovative approach to challenges.
- 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.
- Reasonable knowledge of basic office computer operations, such as – word processing, spreadsheets, e-mail, databases, etc.
- Knowledge of the *Freedom of Information Act* regulations relating to the disclosure of confidential matters of the Regional District.

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## **BUILDING INSPECTOR I**

### **FUNCTIONS AND RESPONSIBILITIES**

Under the supervision and direction of the General Manager of Development Services or designate, responsible for duties related to Building Inspection throughout the Regional District.

### **DUTIES**

- Conduct site inspections.
- Conduct inspections on solid fuel burning appliances.
- Examine and review commercial and residential building plans.
- Inspect works to ensure compliance with the building code and applicable regulations.
- Work independently in the field.
- Make responsible decisions requiring discretion and judgement as related to building inspections.
- Process building permit applications and maintains building permit files.
- Respond to inquiries and complaints related to building inspection.
- Undertake additional duties required to carry out the building inspection function.

### **QUALIFICATIONS/EXPERIENCE**

The ideal candidate will possess:

- A minimum Level 1 Certificate from the Building Officers Association of British Columbia.
- A high school diploma.
- At least three (3) years of related experience: (1) as a building inspector; (2) with codes; and (3) with preparation of construction documents and construction inspections.
- A valid Class 5 Drivers' Licence must be maintained.

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