



JOB POSTING

External – CUPE Local 1050

Position: Senior Building Inspector Level III	Status: Full-time
Posting Date: February 15, 2017	Application Deadline: March 1, 2017 by 4pm
Competition number: 17-04	Wage: \$45.00
How to apply: Please send your resume with competition number, in confidence to: Nancy Coe, Human Resources Advisor City of Quesnel, 410 Kinchant Street, Quesnel, BC V2J 7J5 Fax (250) 992-1512 or Email: hr@quesnel.ca (Word or pdf document only please)	

The City of Quesnel is a vibrant community where 10,000 people live within the city limits and another 13,000 live in the surrounding area and call Quesnel home. Quesnel is located in the central interior of British Columbia. If you're moving here from one of the larger centres in the province, you'll be amazed by the affordable housing costs, accessible amenities, and short commutes, we're able to get out and enjoy the nature that surrounds us. From hockey to soccer, aquafit to trail running, yoga to zumba, knitting to photography, live music to peaceful snowshoeing, there is plenty to keep you and your family as busy as you want to be in Quesnel. Here, we live a well-rounded lifestyle; we don't believe in working hard for a life you can't enjoy. We're friendly and approachable. It's in our nature to welcome you and your family, warmly.

We are currently looking for qualified applicants to fill the position of full-time Senior Building Inspector Level III with the Development Services Department. Under the direction of the Director of Development Services, the successful candidate will be currently certified as a Level III Building Inspector with the Building Officials Association of BC (BOABC). The successful candidate will demonstrate sound knowledge of the Building Act, BC Building Code, Local Government Act, Community Charter, applicable fire regulations, public health requirements, and municipal bylaws and regulations.

KEY RESPONSIBILITIES

The Senior Building Inspector Level III is responsible for the full range of tasks associated with building and plumbing inspection including performing plan reviews and completing all

required inspections on a wide range of residential, commercial, industrial and institutional developments. The incumbent will ensure compliance with BC Building Code, municipal bylaws and regulations.

DUTIES AND TASKS

- Supervises the City's building and plumbing inspection functions and monitoring systems to ensure a consistently high standard of control.
- Administers the City's Building Regulations By-law, the British Columbia Building Code and relevant City of Quesnel By-laws in a concise and consistent manner.
- Assists in ensuring that the City's building approval, legislation, policies, and procedures are regularly updated and revised in accordance with changes in senior government legislation, City Council policy, and external economic factors.
- Completes building and plumbing plan reviews, issues permits to contractors and public based on approved plans, and conduct on-site inspections for conformance to the approved plans.
- Conduct all required site safety inspections of buildings slated for removal or demolition.
- Issue "stop work" notices.
- Review business license applications and other relevant permit applications to identify any building-related concerns.
- Provide guidance and technical advice to developers, designers, contractors, and the public to ensure that building development proposals comply with regulations so a Building Permit can be issued.
- Monitor building and development activity within the service area to identify actions that are in violation of building bylaw.
- Act as a consultant to other City Departments relative to Building Regulations.
- Generates monthly, quarterly and annual building statistical reports.
- Supervision and mentorship of Building Inspection staff.
- Maintain accurate records on all jobs being inspected.
- Perform other related duties, as required
- Assists in preparation of important departmental development By-laws and amendments.
- Assists in the preparation of the annual budget for the Building Division.

REQUIRED SKILLS AND KNOWLEDGE

1. Maintains liaison and establishes a positive working relationship with the building industry, other City Divisions and Departments, government agencies, consultants, and the general public.
2. Ability to foster a strong team-oriented environment in which respect, trust, open communication and accountability are paramount.
3. Proven communicator (both verbal and written) and skilled at preparing reports and

- projects efficiently and effectively.
4. Exceptional organizational skills to adequately manage multiple projects/tasks with ambitious timelines.
 5. Creative problem solving abilities and the ability to exercise independent judgement.
 6. Ability to provide effective supervision while having a strong focus on empowerment of staff.

REQUIRED QUALIFICATIONS

- Completion of a two-year Diploma in Building or Civil Technology; OR Trade Qualification certification in Carpentry.
- Level III Certification from the Building Officials' Association of BC.
- Level II Certification from the Plumbing Officials Association of BC.
- Valid membership in the BOABC (Building Officials' Association of British Columbia).
- Extensive knowledge of the BC Building Code, the Local Government Act, Community Charter, municipal by-laws, construction standards, and regulations related to building construction.
- Considerable knowledge of municipal organization, administration, and case law that pertains to municipal development.
- Demonstrated knowledge of interpreting Code requirements and establishing and maintaining cooperative relationships with building owners, architects, engineers, solicitors, contractors, public officials, and the general public.
- Demonstrated ability to deal tactfully, courteously, and diplomatically with other departments, government, builders, developers, other public officials, and the general public.
- Demonstrated ability to prepare clear and concise reports and presentations.
- Considerable knowledge of budgeting processes.
- Class 5 BC Driver's Licence.

Please refer to our website at www.quesnel.ca and our relocation guide at bit.ly/1fNvMN6 for more information on our City.