




## JOB DESCRIPTION

### Building Inspector 1

Department: Building	Date: June 21, 2016
Reports to: Chief Building Inspector	Approved by Administrator Date <u>June 22/2016</u> Signature 

#### Position Overview

Under the direction of the Chief Building Inspector, the Building Inspector 1 is responsible for technical and skilled work in the regulation and inspection of buildings – generally within the Level One scope of practice defined by the *Building Act* and Regulations – and in the enforcement of the BC Building Code, the BC Plumbing Code, and municipal bylaws. The Building Inspector 1 examines all types of building plans related to new construction, alterations, repairs, and additions and inspects or monitors work in progress to ensure that work is performed in accordance with applicable codes and bylaws. The Building Inspector 1 performs these duties with a minimum of supervision.

#### General Duties

1. Actively endeavor to ensure that the Bylaws relating to building, the B.C. Building Code and the BC Plumbing Code are adhered to in Langford.
2. Provide excellence in customer service by focussing on solutions rather than obstacles and by assisting developers, contractors, design professionals, owners, and all other customers to achieve timely and compliant completion of their projects.
3. Review and process building and plumbing permit applications and inspect the work done for compliance with bylaws and codes.
4. Keep customers informed of defects and requirements with clear written communications.
5. Seek advice and assistance from other building officials when necessary to deal with matters beyond own abilities. Keep the Chief Building Inspector informed of unusual situations.
6. Be prepared to explain all decisions and requests to customers in terms of actual legal requirements and assist customers in preparing appeals when differences in interpretation cannot be resolved.
7. Distinguish between situations covered by codes and situations that require engineer's certification and ensure that this is obtained.

8. Obtain approvals of other interested agencies and issue occupancy permits when satisfied or after consultation with the Chief Building Inspector when appropriate.
9. Post stoppage of work notices when required, after consultation with the Chief Building Inspector.
10. Make recommendations to the Chief Building Inspector when court action may be necessary, assist with preparation of evidence and appear in court as required.
11. Submit monthly and yearly statistical and progress reports as required by the Chief Building Inspector.
12. Investigate and assess building damage claims made against the municipality or assist with this process.
13. Assist the Senior Bylaw Enforcement Officer, Licence Inspector and others with information related to this job as requested.
14. Advise on the implications for building inspection of bylaws, policies or major projects proposed by Langford, other levels of government or other agencies.
15. Provide technical advice related to buildings to other personnel.
16. Maintain or supervise maintenance of information relevant to this job on GIS computer database or in paper records.
17. Respond to and report on enquiries, requests or complaints from the public where they are related to building inspection matters.
18. Work with the Fire Department on plan reviews, site inspections and fire investigations.
19. Responsible for avoiding and reporting situations during inspections, which threaten personal safety. Inform and instruct building owner or contractor to obtain rectification of safety problems.
20. Constantly seek to improve the productivity and quality of the work of the department.
21. Consistently try to ensure that customers are treated fairly and cheerfully.
22. Ensure that all actions are consistent with the primary objective of building inspection, which is the protection of public.
23. Create and maintain written procedures for all routine work with the objective of allowing a temporary replacement to function well in the job.
24. Setup and keep appropriate records for all activities.

25. Assist with engineering and planning work when required, as far as abilities and knowledge allow.
26. Perform other related duties. Projects of a special nature may be delegated to this position.

## **Education and Experience**

- Minimum qualifications are BOABC Level One certification plus two years of experience as a municipal Building Inspector (an equivalent combination of education and experience may be considered) and a valid driver's licence.
- Preferred qualifications include POABC Level One certification, four years of experience in directly related work, and computer skills.

## **Skills and Abilities**

- Good written and oral communications in English.
- Good observation skills and superior public relations skills.
- Able to deal patiently and sympathetically with people under difficult circumstances.
- Able to approach problems with objectivity and integrity.
- Ability to interpret and apply drawings, specifications, standards, and regulations.