



<b>Building Inspector/Plan Checker</b>
<b>Pay Grade: 26</b>
<b>Last Revised: March 2017</b>
<b>Hours per week: as required</b>
<b>Reports to: Manager of Community Development</b>

This is regulatory, inspectional and enforcement work of a technical nature involving the inspection and issuing of permits for all types of building construction, repair or alteration and the examination of plans to ensure compliance with applicable building codes, acts, by-laws, standards and regulations. The work involves approving or rejecting construction through the enforcement of ordinances with firmness and tact.

An incumbent of this class provides technical information and assistance to property owners, contractors, engineers, architects and other municipal staff on matters related to the work. Considerable independence of judgement and action is exercised in the technical aspects of the work while unusual problems or policy matters are discussed with a superior who reviews work in terms of the effectiveness of services rendered and conformance to established practices and standards.

#### 1. ILLUSTRATED EXAMPLES OF WORK

Examines and checks plans and permit applications for compliance with building by-laws; issues permits for all types of construction and structures where compliance with bylaws, applicable codes and regulations and other authorities having jurisdiction requirements have been met.

Inspects residential, commercial, industrial and institutional structures at various stages of construction, repairs or alterations to ensure compliance with applicable codes, acts, by-laws, standards and regulations; approves or rejects work inspected and enforces changes and corrections as required; issues stop work orders as necessary.

Inspects and checks business license and construction applications.

Attends fire investigations as required. Prepares reports and liaises with Fire Chief and other fire investigation and insurance officials.

Discusses construction, alteration and repair requirements with contractors, engineers, architects, home owners and the public; interprets requirements; advises of required changes or corrections and ensures that these are carried out; liaises with other internal and external inspectional services.

Prepares records, reports and correspondence relative to the work; prepares and presents evidence in court as required.

Performs related work as required.

## 2. REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of construction practices, methods, materials, tools and equipment used in building construction.

Thorough knowledge of the by-laws, acts, codes, standards and regulations related to building construction.

Considerable knowledge of the policies and procedures governing the work performed.

Ability to read and interpret plans, specifications and related material, recognize technical requirements and suggest changes and corrections as required.

Ability to deal effectively with owners, contractors, tradesmen, engineers, architects and others and to use sound judgement in tactfully and firmly enforcing regulations, by-laws and ordinances.

Ability to recognize faulty or sub-standard construction and to identify required changes and corrections.

Ability to prepare and present evidence in court as required, to prepare reports and correspondence, and to maintain records related to the work.

Ability to work independently and to assume responsibility for technical decisions.

Special Requirements:

Ability to physically investigate construction projects; observe construction and engineering details and communicate effectively both verbally and in writing; ability to sit and operate computers; learn and retain project information and provide status updates.

## 3. REQUIRED TRAINING AND EXPERIENCE

Graduation from a technical institute in Building Technology or a related subject; or completion of a recognized trades apprenticeship supplemented by completion of code related courses; and considerable related experience in municipal plan checking and/or the building construction industry; OR an equivalent combination of training and experience.

## 4. REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

Minimum Certification is a Building Official Level 2 by the Building Officials Association of British Columbia (B.O.A.B.C.), or equivalent.

Level 1 Certification with the Plumbing Officials Association of BC.

Driver's License for the Province of British Columbia.

Department Head:\_\_\_\_\_

Date:\_\_\_\_\_