

**CITY OF PARKSVILLE**  
**JOB CLASSIFICATION DESCRIPTION**

**BUILDING INSPECTOR II**

DATE REVISED: OCTOBER 2017

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**Job Summary:**

*This position consists of technical inspection and regulatory work involving plan checking, the issuance of plumbing, building and sign permits, inspection of structural work, plumbing and appropriate heating equipment installations in dwellings and some commercial buildings to ensure that all work done complies with applicable regulations and bylaws. Inspection, assignments are determined from notices of new construction, alterations or installations obtained on applications for permits. Considerable responsibility and independence of judgement is entailed in interpreting regulations to contractors or private builders as the Building Inspector has power to suspend construction work in the field and may be required to defend their decision as a witness in Court. Difficult problems and controversial decisions are decided by consultation with a supervisor who periodically checks the work for technical adequacy and maintenance of prescribed standards. In addition to the building inspections work, the Building Inspector responds to inquiries from the public on all matters relating to the Building Inspection Department and assists in Bylaw Enforcement, processes applications and user permits for sewer and water connections, administers business licence bylaw, assists in co-ordinating development permit applications and handles nuisance complaints. Prepare monthly building statistics and reports for various agencies. Supervision of the work of a junior employee may be required.*

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**Primary Duties and Responsibilities:**

- Inspects residential, commercial, industrial and institutional buildings and structures to ensure that all materials and equipment used are of required standards and that the work conforms with bylaw requirements and safety regulations.
- Advises owners, contractors or workers of necessary corrections and changes in structural work, plumbing and appropriate heating installations and re-checks to see that they have been made.
- Renders technical assistance respecting applicable regulations to owners, contractors or workers in planning installations that will satisfy bylaw requirements.
- Checks in the field before passing buildings for framing or occupancy inspection that builder has obtained all necessary inspections and clearances respecting electrical, plumbing, gas or other services which will become cancelled.
- Investigates fire damaged buildings prior to repair.
- Investigates and reports to a supervisor on building, plumbing or hearing works suspected to be underway without necessary permits.
- Completes various inspection notices, conducting related correspondence and maintains log of daily inspections.
- Prepares statistical reports.
- Acts as a witness in Court in defence of decisions.
- Deals with inquiries from the public on building and related codes, zoning, sign, business licence, nuisance, animal control, subdivision bylaws, fire permits, development permits and other matters.
- Issues building, plumbing, access, sign permits and business licences.
- Processes applications for sanitary sewer, storm and water connections and inspects installations.

- Accepts development permit applications, participates in and assists in co-ordinating issuance of permit.
- Assists in drafting bylaws.
- Assists planning and public works technicians.
- Prepares and signs correspondence and reports to Council.
- Other related duties to include enforcement of City Bylaws.

**Qualifications:****Education/Experience:**

- Grade 12 plus considerable experience as a journeyman in an applicable building trade, preferably in a supervisory capacity, or an equivalent combination of training and experience.
- Experience performing Building Inspections.
- Possession of BC Building Inspectors Certificate Level II.
- Possession of a valid BC Drivers Licence and good driving record.

**Skills/Abilities:**

- Thorough knowledge of the principles and practices of building construction, plumbing, appropriate heating and electrical installations and a working knowledge of applicable codes and bylaws.
- Working knowledge of strength of materials, stresses and strains and of possible faults in construction.
- Working knowledge of material and labour costs.
- A working knowledge of all building related bylaws and procedures.
- Ability to use tact and discretion when settling requests, complaints or clarifying information and excellent interpersonal and communication skills with a professional manner and calm demeanour with the ability to firmly enforce regulations.
- Ability to interpret regulations accurately and tactfully.
- Ability to understand blueprints and to recognize technical requirements and to suggest desirable changes.
- Ability to use good, quick judgement skills in order to diffuse aggressive confrontations.
- Ability to maintain necessary records.
- Ability to write clear concise reports and to perform clerical duties.
- Ability to locate and analyze defects.

**Working Conditions:**

- May be required to work alone and will be required to follow the Working Alone Safe Work Procedure – following check-in/check-out practices/procedures
- Required to work with city staff, Council and members of the public in a courteous and effective manner.
- Dealing with difficult people – will be required to follow the safe work procedure.
- May come in contact with bio-hazardous materials and will be required to follow the exposure control plan and safe work procedures.

***The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.***

Signature of Incumbent: \_\_\_\_\_

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