

CITY OF REVELSTOKE

POSITION DESCRIPTION

This position is within the Bargaining Unit of Canadian Union of Public Employees, Local 363

POSITION TITLE: Senior Building Official

DATE: July 2019

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I. POSITION PURPOSE STATEMENT

Under the direction of the Director of Development Services, the incumbent will be responsible for monitoring, coordinating and carrying out the City's Building Inspection functions, and supporting municipal planning applications, policies, and procedures as necessary. The incumbent will be required to undertake a wide range of technical functions that require a good understanding of all municipal planning and building bylaws, policies, regulations and procedures. As required, the incumbent will also undertake research into and develop policy reports for building inspection functions.

II. OPERATING ENVIRONMENT

1. Reports to the Director of Development Services or Building Services Manager
2. Responsible for managing and undertaking expected duties of the position.

III. SPECIFIC DUTIES

- Maintains an effective working relationship with, and provides advice to the public-at-large, developers, contractors, businesses, external agencies and their representatives, and City staff. Provides information to prospective applicants on Building Bylaw, Building and Plumbing Codes, Official Community Plan, Zoning Bylaw and Subdivision, Development & Servicing Bylaw.
- Leads responsibility for reviewing and issuing building, plumbing, occupancy, demolition, sign permits, business licensing and other related permitting. Ensures conformity of construction with BC Building and Plumbing Codes and applicable municipal bylaws. Issues permits which meet municipal and provincial requirements and conducts necessary inspections pursuant to these permits. Responsible for calculating and applying the value of construction and calculating applicable fees and charges.
- Coordinates and performs inspections required by municipal bylaw and BC Building and Plumbing Code requirements.

- Remains up to date with legislation and best practices related to the Building Inspection function. As necessary, reviews related bylaws and provides recommendation on updates and amendments.
- Inspects building and development sites to ensure that essential requirements (e.g., siting, setbacks, access, drainage, soil conditions, location of easements, etc.) conform to the City's and Provincially legislated development requirements.
- Responds to public complaints related to site development. Investigates and files reports on alleged violations of site development requirements.
- Prepares background information including maps, graphs, photographs, etc. for reports on various building matters.
- Collects and compiles statistical information related to construction activities for use in building and planning projects.
- Conducts on-site evaluations as part of the application review process, compliance to municipal bylaws, or the investigation of complaints.
- Conducts enforcement of City Bylaws, as necessary, including bylaws related to construction, site development, business licensing, and land use.
- Prepares reports for Council consideration with respect to remediation of dangerous structures and/or properties, non-compliant construction practices, and other development related bylaw infractions.
- Conducts inspections and ensures that businesses are properly licensed.
- Supervises and mentors Building Inspector position and clerical support staff.
- Performs other related duties as required.

IV. REQUIRED KNOWLEDGE & ATTRIBUTES

- Ability to communicate effectively both verbally and in writing.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to efficiently use common computer programs in word processing, spreadsheet, presentation, and geospatial software.
- Excellent organizational skills and ability to work independently.
- Ability to exercise good judgment in the performance of duties.
- Ability to establish and maintain effective working relationships with staff, the development community, and the public.
- Ability to deal with enquiries from the public and to enhance the image of the City of Revelstoke by being knowledgeable of all matters within the department.
- Ability to complete all duties in an efficient manner and to work to frequent deadlines within short time frames by prioritizing and coordinating own work schedule.
- Ability to interpret bylaws, and evaluate development plans, architectural drawings and specifications, and construction drawings.

- Knowledge of computer techniques as they apply to the processing and tracking of development applications.
- Comprehensive knowledge of the BC Building and Plumbing Codes, and construction practices for all types and sizes of structures expected within the City.
- Comprehensive knowledge of the Local Government Act, Community Charter, BC Building Act, Architects Act, Environmental Management Act, Official Community Plan, Zoning Bylaw, Subdivision Control Bylaw, Building Bylaw, BC Building and Plumbing Codes and other regulations, policies, and procedures, as they relate to the function of the position.
- Good knowledge of planning and regulatory principles, practices and techniques normally encountered in a municipal environment.

V. QUALIFICATIONS AND EXPERIENCE

- Completion of Senior Secondary School or its equivalent.
- Completion of supplementary training from a Community College, Technical School or University.
- A minimum of two years construction and/or carpentry experience.
- A minimum of 4 years building inspection experience.
- Computer training in word processing, spreadsheet and presentation software.

VI. REQUIRED LICENSES AND CERTIFICATES

- Level II Certificate issued by the BOABC. A Level III Certificate is preferred.
- Level I Certificate issued by the POABC.
- JIBC Certificates in Municipal Bylaw Enforcement practices are preferred.
- Current membership in good standing with the BOABC is required.
- Must pass a satisfactory criminal record check and be bondable.