



Building Official

JOB SUMMARY

Under the direction of the senior manager, community services, the building official is responsible for conducting on-site inspections of standard and complex buildings to ensure compliance requirements of the building bylaw(s), the building code and/or other enactments respecting safety; issuing permits; assisting the public with building, permit and inspection matters; analyzing new building/plumbing materials and specifications to verify compliance with the code; attending meetings as a representative of the regional district with various stakeholders regarding a variety of building inspection issues; and providing technical advice and assistance to regional district staff, managers, contractors and the general public.

MAJOR DUTIES AND RESPONSIBILITIES

1. Inspect standard and complex building projects to determine compliance to requirements of the building bylaw(s), the building code and or other enactments respecting safety.
2. Inspects buildings for which a permit has been issued for the construction and occupancy of new buildings and structures, and the alteration, reconstruction, demolition, removal, relocation, occupancy and change of occupancy of existing buildings and structures to determine compliance to requirements of the building bylaw(s), the building code and or other enactments respecting safety.
3. Discusses construction matters with owners, designers and contractors and advises of deficiencies. Ensures deficiencies are corrected and, where required, determines appropriate enforcement action including issuance of stop work orders.
4. Reviews various documents, including plans, drawings, certificates and reports received from customers, lawyers, engineers and other building industry professionals to ensure compliance to requirements of the building code, building bylaw(s) and associated regulatory documents and or other enactments respecting safety.
5. Keeps accurate manual and electronic records of inspections and deficiencies and prepares related reports.
6. Provides technical advice and assistance to building inspection staff, planning staff and other departments regarding the interpretation of the building bylaw(s), the building code and or other enactments respecting safety.
7. Assist customers at the building inspection counter and responds to telephone enquiries; explains and interprets the BC Building Code, building bylaw(s), RD policies and procedures, permit and building inspection requirements and processes, zoning regulations and planning procedures, acceptable construction practices, and the role and requirements of other departments and agencies; responds to complaints regarding building, permit and inspection issues.
8. Receives and reviews supporting forms, documents and plans for permit applications, explains deficiencies and the requirements for acceptance; calculates fees, approves permits for issuance, issues permits and ensures all fees and charges have been paid.
9. Liaises with the planning department, fire and health agencies and other agencies to gather information and resolve issues that arise during the building permit and inspection process.
10. Analyzes new building/plumbing materials and specifications to verify compliance with the BC Building Code and associated bylaw requirements and updates applicable bylaws, policies and building documents.

11. Attends meetings as a representative of the regional district with various stakeholders regarding a variety of building code/inspection requirements and may represent the regional district concerning legal actions resulting from building service requirements.
12. Performs a variety of administrative duties such as maintaining records and entering permit information into database.
13. Remains current with new codes and bylaws, new building techniques and materials, and general trends and developments within the field by attending conferences, presentations, workshops, certification courses and update seminars.
14. Undertakes other assigned duties and projects as required.

REQUIRED EDUCATION & EXPERIENCE *(or equivalent combination)*

- Community college diploma in Building Construction Technology from BCIT or equivalent institution, or Trade Qualification in Carpentry.
- Course work for Registered Building Official designation.
- Over 7 years and up to and including 8 years directly related building construction industry experience including four years as a building official.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS *(required for acceptance into the job or to be acquired in first 6 months of being in the job)*

- Registered Building Official (Level 3)
- Possession of valid BC Class 5 drivers licence

KNOWLEDGE, SKILLS AND ABILITIES *(required for acceptance into the job or to be demonstrated in first 6 months of being in the job)*

- Sound knowledge of the BC Building Code
- Sound understanding of implementation of local government bylaws
- Considerable knowledge of standard practices, methods, materials, tools and equipment used in building construction
- Considerable knowledge of safe work practices and awareness of own safety at construction sites
- Ability to interpret and enforce regulations impartially and tactfully
- Ability to use sound judgment and effective conflict resolution skills when identifying, mediating and resolving infractions and deficiencies
- Ability to communicate effectively both orally and in writing, and verbally present reports and information to builders, industry professionals and property owners
- Ability to organize own work and perform duties with minimal supervision
- Ability to provide technical advice and guidance to building inspection and planning staff
- Ability to keep accurate and complete records and prepare reports and correspondence
- Strong communication, interpersonal, and conflict resolution skills
- Strong organizational, analytical, assessment and problem solving skills
- Skill in utilizing computer applications applicable to the work.

SIGNATURE

I have read and understand this job description:

Employee's Name

Employee's Signature

Date