



Making a difference...together

# Employment Opportunity

## Building Inspector 3 (2 positions)

### Planning & Protective Services – Building Inspection

<b>Competition Number:</b>	22/318
<b>Employment Type:</b>	Regular Full Time
<b>Hours of Work:</b>	70 hours bi-weekly
<b>Rate of Pay:</b>	\$45.48 to \$51.52 per hour (2022 rates) \$47.30 to \$53.58 per hour (2023 rates)
<b>Review of applications begins:</b>	4:00pm on November 21, 2022, and will remain to be open until filled

### Job Summary

Reporting to the Manager, Building Inspection, the Building Inspector regulates building construction within a designated area of the Electoral Areas of the Capital Regional District and may be assigned to work in various CRD Building Inspection Offices. This position also is to be responsible for the efficient operation and administration of a building inspection office.

*This position requires an acceptable criminal record check. The applicant/incumbent will be required to undergo a criminal record check in order to work in this position, and to report to their supervisor if any criminal charges are laid against them that may be related to their employment in this position.*

### Qualifications

- Two year community college or technical school program or equivalent training, 10 years' experience in construction at a senior level, five years' experience as a building inspector in a local government setting, and Level 2 Certification with the Building Officials Association of BC required, with Level 3 Certification preferred. Level 1 Certification for plumbing preferred.
- A current criminal record check is required.
- Must possess a valid BC Driver's Licence.
- Must be willing to obtain further education in the field of building inspection and construction methods and maintain professional designation with the Building Officials Association of BC.

### Applications

To apply for this exciting opportunity, please visit [www.crd.bc.ca](http://www.crd.bc.ca) and submit your application on our [careers page](#).

*We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.*

**NOTE: For the health and safety of our employees, customers and the communities we serve, the CRD requires verification of your COVID-19 vaccination status as a condition of employment.**

### What is the CRD?

The Capital Regional District (CRD) is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the surrounding Gulf Islands, serving more than 432,000 people.

Our administrative boundaries span the Traditional Territories of many First Nations, all of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

We value the diversity of the people we hire and serve. In our commitment to bring differing perspectives to our workplace, and to deliver the best possible service to our customers, we encourage and welcome applications from all people with diverse backgrounds, abilities, and lived experiences.



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## Typical Duties and Responsibilities

People working in this role can expect to be responsible for performing the following duties. This list is not meant to be comprehensive and other related duties similar in scope and complexity may be performed.

- Assists the Manager, Building Inspection by providing guidance to building inspection staff, on planning issues, inspection methods and code interpretation.
- Reviews and processes applications for building and plumbing permits to ensure conformity to BC Building Code, CRD and Islands Trust bylaws and other pertinent regulations.
- Reviews proposals for Building Code equivalency and researches Building Code issues, making recommendations to the Manager.
- Issues permits, stop work orders and work correction orders as covered by the Building Bylaw.
- Investigates and gathers evidence of violations, complaints and other non-conformance issues and prepares reports for review by the Manager Building Inspection, as required.
- Participates in the process of filing notice on land title of delinquent permit files.
- Audits the building process to ensure compliance and performs progressive inspections for new construction, plumbing, alterations, repair and demolition of buildings and structures.
- Provides input for subdivision proposals to the Ministry of Transportation, Islands Trust Planning Department and/or the Juan de Fuca Planning Department with respect to CRD objectives.
- Obtains all required approvals before authorizing the issuance of a building permit.
- Participates in the maintenance of records related to building permit files.
- Reviews and prepares correspondence related to building issues, enquiries and complaints.
- Assists in the development of new permit fees and revisions to the Building Bylaw and confers with the Planning Department with regard to proposed new zoning bylaws.
- Provides information and interpretation of proper procedures and of the requirements of BC Building Code and Plumbing Code.
- Civic address information for emergency services requirements.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

## Knowledge, Skills and Abilities

To be successful at the CRD, candidates should have a shared understanding of our [Cultural Traits](#) and [Statement of Reconciliation](#) with Indigenous peoples. Additionally, ideal candidates would possess the following role specific knowledge, skills and abilities:

- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Thorough knowledge of the BC Building Code, Plumbing Code, zoning bylaws and other regulation governing the construction, alteration, and repair of buildings.
- Knowledge and understanding of WorkSafeBC practices/protocols, Workers' Compensation Act and OH&S Regulations and other relevant safety statutes.
- Good working knowledge of the Local Government Act, the Community Charter and the Building Act requirements pertaining to building regulations.
- Knowledge of and ability to use various computer word processing, spreadsheet and project scheduling programs and databases.
- Conflict resolution skills and ability to diffuse difficult situations.
- Proven ability to manage and supervise staff.
- Ability to make mathematical computations and tabulations with a high degree of accuracy and proficiency.
- Ability to enforce bylaw and code requirements and deal with the public in an effective manner.
- Capable of working effectively under pressure.
- Able to work harmoniously with contractors and owners to resolve construction problems and enforce bylaw requirements.