

## Job Title: Building Inspector 3



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# Job Opportunity

**Req ID:** 547

**Business Unit:** Planning & Protective Services

**Division:** Building Inspection

**Regular/ Auxiliary:** Regular

**Pay Grade:** CAN/05/02/J18

**Rate of Pay:** \$47.30 - \$53.58 per hour

**Hours of Work:** 70 hours bi-weekly

**Posting Date:** November 22, 2023

**Closing Date:** Review applications will begin December 15, 2023, however this position will remain open until filled.

### Summary

This position 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 is also responsible for the efficient operation and administration of a building inspection office.

### Key Duties & Responsibilities

- 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.

### **Additional Information**

- None

### **Key Skills & Abilities**

- Excellent communication (verbal and written), interpersonal and customer service skills.
- Thorough knowledge of the BC Building Code, Plumbing Code, zoning bylaws and other regulation governing the construction, alteration and repair of buildings.
- Thorough knowledge and understanding of WorkSafeBC practices/protocols, Workers' Compensation Act and OHS Regulations and other relevant safety statutes.
- Working knowledge of the Local Government Act/Community Charter requirements pertaining to building regulations.
- Strong MS Word, Excel, PowerPoint and Outlook and SharePoint skills.
- Strong proficiency and experience using project scheduling programs and databases.
- Strong negotiation and conflict resolution skills and the ability to diffuse difficult situations.
- Strong supervision and leadership skills.
- Strong aptitude for accurate mathematical calculations.
- Strong ability to enforce bylaw and code requirements and deal with the public in an effective manner.
- Strong organizational skills, including the ability to work under pressure, prioritize work and to set and meet deadlines.
- Strong ability to work harmoniously with contractors and owners to resolve construction problems and enforce bylaw requirements.

### **Qualifications**

- Diploma in a related discipline
- A minimum of 10 years' progressively responsible experience
- A minimum of 5 years' directly related experience

### **Certifications**

- Acceptable criminal record check. The applicant/incumbent is required to undergo a criminal record check 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.
- Building Officials Association of BC Level 2 Certification
- Valid BC Driver's Licence

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## **APPLICATIONS**

To apply for this exciting opportunity, please click "Apply now" to submit your resume and covering letter online.

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

*The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.*

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