

The Corporation of the City of Nelson Job Description

Title:	Building Official
Reports to:	Director, Development Services and Climate Action
Department:	Development Services and Climate Action
Date Developed:	February 2016
Revised:	November 2022

SUMMARY

Reporting to the Director of Development Services and Climate Leadership, the Building Official is primarily responsible for reviewing, approving and the efficient processing of building and plumbing permit applications. The Building Official responds to customer inquiries related to British Columbia Building Code regulations, the Building Bylaw, the Zoning Bylaw, as well as conducting building and plumbing inspections. The position is also responsible for the review and issuance of new City business licenses.

IMMEDIATE SUBORDINATES

N/A

PRIMARY RESPONSIBILITIES

1. Responsible for ensuring the efficient processing of building permits through ongoing monitoring and updating of internal administrative processes. Assists staff involved in the building permit process and mentors as required;
2. Responsible for reviewing, organizing, processing and maintaining building permit applications;
3. Reviews building permit applications for compliance to BC Building Code and City of Nelson Zoning Bylaw and other bylaw regulations;
4. Approval of permits and plans which are compliant with the BC Building Code, related standards, local bylaws and policies;
5. Responds to inquiries by phone, mail and in person with respect to regulatory matters and procedures for building permits, zoning information, bylaws and related information;
6. Prepares reports and correspondence as required;
7. Investigates new construction and existing buildings for compliance and ensures resolution is achieved to deficiencies or related bylaws.
8. Enforces the BC Building Code;
9. Issues work stoppage or work correction orders in alignment with the BC Building Code;
10. Communicates with builders, architects, professional engineers, other government agencies and staff on a variety of regulatory and administrative issues and bylaws;
11. Assists the Director of Development Services & Climate Action in policy research and

- Bylaw amendments;
12. Responds to inquiries from the public regarding business licensing and building-related changes that may be necessary to accommodate businesses in the City's commercially zoned areas;
 13. Issues Business Licenses;
 14. Assists in the orientation and training of new staff;
 15. Other related duties as assigned.

QUALIFICATIONS & EXPERIENCE

- Technical diploma or significant experience in the construction industry
- Minimum Level I certification from the Building Officials Association of BC.
 - * *Preference will be given to individuals who possess a Level II or III Building Official Certification from the Building Officials Association of BC.*
- One (1) years experience as a municipal building official
- Class 5 drivers license

SKILLS

- Ability to interact with other employees and the public in a tactful and courteous manner
- Excellent command and knowledge of business language
- Ability to be self-motivated with a high degree of initiative
- Ability to work in a fast-paced, deadline-orientated work environment
- Thorough knowledge of department procedures and policies
- Ability to communicate effectively both verbally and in writing
- Thorough knowledge of principles and practices of current planning, building codes and development in BC
- Ability to review site plans, building plans and other applications for accuracy and completeness
- Ability to analyze problems and identify alternative solutions
- Ability to organize work
- Physical ability to carry out the duties of the position
- Ability to operate related equipment
- Basic competency with online mapping applications
- Proficiency with word processing, email and spreadsheet software (such as MS Word, Excel and Outlook)
- Familiarity with related municipal policies and procedures
- Familiarity with City of Nelson/municipal and WorkSafe BC safety procedures
- Familiarity with geographic information system software

City Manager

Date