



## **BUILDING INSPECTOR (REGULAR, FULL-TIME)**

The North Okanagan is an exceptional place to live, work and explore. With its diverse landscapes and extraordinary recreational opportunities, our residents enjoy a comfortable balance of work-life activities. With a regional population of 98,000, the Regional District of North Okanagan offers a wide range of services directly to residents and through partnerships with its six member municipalities.

We have an opening for the regular, full-time position of Building Inspector. The successful candidate will have a valid BC driver's license, Level I BOABC certification, a diploma in Building or Engineering Technology or a Journey/Trades Certificate. Lesser qualified candidates with growth potential will be considered in a Plan Checker role and placed in a training program to obtain BOABC certification.

You are detail orientated, innovative and an excellent communicator. You have the skills and ability to conduct building inspections, apply building bylaws, as well as the BC Building Code. You have excellent customer service skills and demonstrate this by effectively providing front counter assistance with building permit applications. Experience with Tempest building permit software is an asset.

Reporting to the Chief Building Inspector, the Building Inspector undertakes checks of construction plans, reviews building applications, and initiates and maintains all relevant records and files for compliance with applicable land use regulations.

Come be part of a great team who takes pride in their work to enhance the very reasons the North Okanagan is such a great place to live, work and play. This is a regular, full-time position (35 hours/week) with a wage range of \$38.15 to \$43.82 per hour, depending upon experience and qualifications, as well as an extensive benefits package and generous compressed work schedule. In addition, as you progress through the BOABC certification levels, the pay scales increase accordingly.

To apply, please visit our website at [rdno.ca/careers](http://rdno.ca/careers) and submit your resume, cover letter and any corresponding information in PDF format quoting Competition No. 24-21.

Applications will be accepted until 4:00 p.m. Friday, June 21, 2024.

*We thank all interested applicants, but only short-listed candidates will be contacted.  
No telephone or email enquiries please.*



**REGIONAL  
DISTRICT  
NORTH  
OKANAGAN**

**JOB TITLE:** Building Inspector  
**DEPARTMENT:** Planning and Building

**JOB SUMMARY**

Reporting to the Chief Building Inspector, the Building Inspector is responsible for regulatory enforcement and administration of the BC Building and Plumbing Codes, RDNO and municipal building bylaws, as well as other applicable RDNO bylaws.

**DUTIES / RESPONSIBILITIES**

- Examines and checks plans, specifications, and drawings of proposed new construction, conversions, alterations, or additions within the scope of Part 9 of the BC Building Code, the BC Plumbing Code, building bylaws and zoning bylaws
- Responds to public enquiries, including technical, regulatory, bylaw and policy advice related to building permit requirements
- Explains and interprets building and bylaw requirements to permit applicants
- Identifies non-conforming items on plans submitted for building permits, and reviews with permit applicants
- Estimates values of construction for all types of construction using the Marshall Swift Appraisal Program
- Calculates and determines related fees and development cost charges
- Coordinates building permit processing requirements with other departments and regulatory agencies
- Coordinates contracts and contractors for the maintenance of the Aberdeen office including contracts relating to landscape maintenance, snow removal, janitorial service and mechanical system maintenance.
- Conducts building and plumbing inspections on Part 9 Buildings including single family dwellings, accessory buildings, and agricultural buildings that require a Level 1 Qualified Building Official as mandated by the *BC Building Act*
- Updates, maintains, and modifies Tempest Prospero software related to building permit applications and inspections
- Maintains related files and computer-based records
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Completes work in compliance with safety policies and WorkSafeBC regulations
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Performs other duties as may be assigned from time to time

**SUPERVISION RECEIVED AND EXERCISED**

Immediate Supervisor:	Chief Building Inspector
Positions directly supervised:	
This position is responsible for:	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work
<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees
<input checked="" type="checkbox"/> Not applicable	

**KNOWLEDGE, ABILITIES AND SKILLS REQUIRED**

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Diploma in a Building or Civil Technology program or related field</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Two years' experience as a Plan Checker or Building Inspector</li> </ul>
<b>Licenses / Certificates / Registrations:</b>	<ul style="list-style-type: none"> <li>▪ Building Officials Association of BC Building and Plumbing Inspector certification Level 1</li> <li>▪ BOABC member in good standing</li> <li>▪ BC Trade Qualification or inter-provincial carpentry ticket</li> <li>▪ Valid Class 5 BC Driver's License</li> </ul>
<b>Specific Skills:</b>	<ul style="list-style-type: none"> <li>▪ Working knowledge of all codes, acts, standards, regulations and requirements governing the construction industry in BC</li> <li>▪ Thorough knowledge of construction methods and materials used in the construction industry</li> <li>▪ Practical knowledge of the theory, practices, and procedures of plan checking in construction</li> <li>▪ Knowledge of zoning bylaws, Official Community Plans and other land use regulations</li> <li>▪ Working knowledge of Local Government Act and Community Charter in relation to planning and building services</li> <li>▪ Working knowledge and skills in the use of Tempest software</li> <li>▪ Excellent customer service skills with ability to sensitively manage confidential information</li> <li>▪ Ability to effectively deal with contractors, architects, developers, engineers, and other professionals on technical matters</li> <li>▪ Ability to effectively coordinate work efforts with other staff and prioritize and organize workflow for efficient operation of the department</li> <li>▪ Excellent interpersonal and communication skills</li> <li>▪ Ability to work with limited supervision, requiring independence and initiative</li> <li>▪ Excellent working skills in the use of Microsoft Office Suite of products (Word, Excel, Outlook, PowerPoint)</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▪ May be required to work outside normal working hours, including weekends and evenings</li> </ul>

**CLASSIFICATION**

Wage Level 11

**JOB DESCRIPTION**

Effective date: May 31, 2024