



## **JOB DESCRIPTION**

**Job Title:** Chief Building Official  
**Reports To:** Director of Planning and Development  
**Pay Grade:** 10

**Affiliation:** CUPE Local 374  
**Hours per Week:** 35  
**Approval Date:** Sept 22, 2021

### Position Summary

Reporting to the Director of Planning and Development, the Chief Building Official provides support and advice to all departments as required. The Chief Building Official is responsible for structuring and leading the division and oversees Building inspection functions and the issuance of Building Permits, Plumbing Permits, and Demolition Permits.

The Chief Building Official is an advanced position that requires a sound and thorough understanding of all BC Construction Codes, which includes Building, Plumbing, Fire, Energy and Step Codes, and references Standards. The Chief Building Official must have the ability to think innovatively, the ability to adjust to the political sensitivities, and have proven ability to lead and mentor Building Officials.

### Nature and Scope of Work

1. Supervises the division including leading and mentoring of building Officials.
2. Oversees the day-to-day Building and Plumbing inspection functions.
3. Administers the maintenance and implementation of the Building Bylaw.
4. Provides consistent code interpretations.
5. Maintains and stays current with Building Officials' Association of British Columbia (BOABC) Building and Plumbing Code certification, Building Code changes and appeals.
6. Reviews and evaluates proposed Alternative Solutions and determines if they meets the intent of the Objective based Construction Codes.
7. Prepares related reports and correspondence.
8. Researches information related to construction techniques, materials and Construction Code changes or appeals.
9. Oversees inspection, regulatory and enforcement work related to residential, assembly, institutional, industrial, and commercial building and plumbing construction.
10. Oversees plan checks to ensure compliance with the BC Construction Codes, and District of Sooke Building Bylaw requirements.
11. Oversees detailed site inspections to confirm compliance with all applicable bylaws.
12. Acts as a District representative with respect to District Building Bylaw, and Zoning bylaw, and Construction Code issues.
13. Schedules and holds meetings with contractors, builders, and the general public with respect to issues arising from plan checking analysis.
14. Provides assistance for the Bylaw Enforcement Officer(s) as necessary.
15. Prepares actively, in the event of a declaration of a state of local emergency by the District of Sooke or neighboring municipality to report to the Emergency Operation Centre and assist with the implementation of the Emergency Plan. Prepares, responds, and organizes the response to urgent situations that do not involve a declaration of a state of emergency.
16. Performs other related duties as required.

### Knowledge, Skills, and Abilities Requirements

1. Ability to function efficiency with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters at all times.

3. Ability to effectively plan, organize, set priorities, and work well under pressure and to shifting deadlines.
4. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
5. Thorough knowledge and understanding of interpreting proposed Alternative Solutions to ensure that they will meet the intent of the Objective based Construction Codes.
6. Thorough knowledge of business English.
7. Thorough familiarity and proficiency with Microsoft Office Online, records management application, and land management application, and the ability to learn other software systems as required.
8. Working knowledge of adopted District document management practices.
9. Working knowledge of the operations and functions of other District departments.
10. Working knowledge of related municipal legislation, including *Local Government Act*, *Community Charter*, *Freedom of Information and Protection of Privacy Act*, *Architect Act*, *Building Act*, related statutes, laws, regulations, and precedents respecting to the building industry and the BC Construction Codes.
11. Working knowledge of inspection, regulatory and enforcement work related to building construction and current trade practices.
12. Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment.
13. Strong interpersonal skills and written and verbal communication skills.
14. Excellent organizational and time management skills.
15. Excellent team building skills.

#### Training and Experience Requirements

1. A Journeyman certificate in the construction trade or related technical certification.
2. A registration of Building Official (RBO) Level 3 Certification and Certified with the Building Association of British Columbia (BOABC).
3. A Plumbing Code Level 1 certification and certified with the Building Association of British Columbia (BOABC).
4. A minimum of seven (7) years' related experience including three (3) years of supervisory experience.
5. Must be able to obtain and maintain a Wood Energy Technology certification.
6. A valid Class 5 BC Driver's Licence and a current Driver Abstract.
7. A satisfactory Police Information Check.

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*The previous statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.*