



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

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

CLASSIFICATION

Wage Level 11

JOB DESCRIPTION

Effective date: May 31, 2024