

Position Description

Position Title: Building Official I
Department: Building Services
Last Updated: May 2022
Classification: BLD1

where it all happens.

Summary

The Building Official I reviews, assesses, and enforces compliance with building bylaws, codes, statutes and regulations pertaining to building safety and regulatory standards of the BC Building Code, generally within the Level One (one and two-family dwellings) scope of practice. The Building Official I examines building plans and inspects or monitors work in progress to ensure that work is performed in accordance with applicable codes and bylaws.

Key Duties & Accountabilities

- Reviews and processes submissions for building and plumbing permits, including:
 - Plan review for code and bylaw compliance
 - Communicate with designers, builders, and owners for requested design changes and corrections to ensure compliance with all codes, bylaws, Acts, and standards
 - Calculate fees, prepare deficiency letters, and stamp plans for acceptance and issuance
- Conducts site inspections on applicable buildings for code compliance during all stages of construction
- Responds to inquiries from the public, owners, builders, and contractors
- Takes an educational approach to dealing with staff, developers, and members of the public
- Liaises with owners, contractors, architects, professional engineers, governmental agencies, and other municipal departments in matters related to buildings
- Collaborates with the Langford Fire Department to ensure compliance with the BC Fire Code, Building Code, and other related standards
- Mentors and assists other City staff on building code-related matters, including:
 - providing technical advice to staff on complex projects
 - collaborating with other City departments on general code-related questions
- Posts stoppage of work notices when required, after consultation with the Chief Building Official
- Supports the Bylaw department in investigating alleged or observed infractions of bylaws relating to building, report and obtain compliance
- Supports the investigation and assessment of building damage claims made against the City
- Makes recommendations to the Chief Building Official when court action may be necessary, assists with preparation of evidence and appears in court as required
- Maintains related information on GIS computer databases or in paper records
- Responds to after hour's emergency calls as required, including in support of local emergencies
- Performs other related duties as required

Qualifications

- BOABC Level One Qualification and two (2) years related experience, ideally as a municipal Building Official (or an equivalent combination)
- Valid BC Drivers' Licence (Class 5)
- Thorough knowledge of all codes, Acts, bylaws, standards, regulations and requirements governing the construction industry
- Working knowledge of the methods and materials used in the construction, repair, and alteration of buildings
- Thorough understanding of and ability to apply conflict resolution practices
- Strong verbal and written communications skills including dealing with other government agencies, developers, residents and the general public
- Strong organizational skills including a high level of attention to detail
- Ability to interpret and apply drawings, specifications, standards and regulations
- Ability to work independently and exercise sound decision-making and complex problem solving
- Ability to establish and maintain positive and effective working relationships with a variety of internal and external contacts at all levels of the organization
- Possess a high degree of adaptability and willingness to be flexible in a changing work environment
- A commitment to excellent customer service, continuous improvement, and life-long learning
- A team player with a strong work ethic
- A sense of humour, with the ability to take your work seriously but not yourself