

Position Description

Position Title: Building Official II
Department: Building Services
Last Updated: May 2022
Classification: BLD2

Summary

The Building Official II 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 Two (Part 9 buildings) scope of practice. The Building Official II examines building plans related to new construction, alterations, repairs and additions, and inspects or monitors work in progress to ensure that work is performed in accordance with applicable codes and bylaws.

Key Accountabilities

- Review and process 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
- Conduct site inspections on all types of buildings for code compliance during all stages of construction
- Respond to enquiries from the public, owners, builders, and contractors
- Takes an educational approach to dealing with staff, developers, and members of the public
- Liaise with owners, contractors, architects, professional engineers, governmental agencies, and other municipal departments in matters related to buildings
- Collaborate 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
- Post 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
- Make recommendations to the Chief Building Official when court action may be necessary, assist with preparation of evidence and appear in court as required
- Advise on the implications for building inspection of bylaws, policies, or major projects proposed by Langford and other levels of government or other agencies
- Maintain maintenance of information on GIS computer database or in paper records
- Respond to, and report on, enquiries, requests or complaints from the public
- May be requested to work outside office hours, including in support of local emergencies

- Performs other related duties as required

Qualifications

- BOABC Level Two Qualification and three (3) years related experience, ideally as a municipal Building Official (or an equivalent combination)
- Valid BC Drivers' Licence
- Thorough knowledge of all codes, Acts, bylaws, standards, regulations and requirements governing the construction industry
- Thorough 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
- Possess a high degree of adaptability and willingness to be flexible in a changing work environment
- 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
- 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