



District of Hope

JOB DESCRIPTION

Position Title:	Building Inspector III	Date: June 1, 2008
Department:	Community Development	
Supervisor:	Director of Community Development	

Position Summary

The incumbent in this class will assist management in achieving an efficient operation in the Building Section of the Municipal Community Development Department through reliable processing of building permit applications; performance of building; plumbing and heating inspections; investigating District Bylaw infractions related to the Building Department; observing municipal policies and safety practices; and ensuring the security of confidential material pertaining to the department's operation.

Responsibilities:

- Perform a variety of regulatory and enforcement work of a technical nature related to the plan checking and inspection of building construction/alterations, plumbing and heating installations and associated tasks, ensuring compliance to the British Columbia Building Regulations, the British Columbia Building Code, applicable bylaws and regulations.
- Check drawings/specifications; to interpret codes, standards and regulations; and to advise required changes or corrections.
- Carry out inspections during construction of residential, commercial, industrial and institutional occupancies when applicable.
- Inspects buildings for illegal and unsafe conditions, demolition, removal, changes of occupancy, changes of zoning and business license applications only as related to the Building Bylaw and BC Building Code.
- Provide information, assistance, technical advice and assistance to developers, builders, governmental agencies and the public in matters pertaining to a wide variety of enquiries, and requests concerning departmental operations, policies, regulations, standards, applicable bylaws and related matters.
- Coordinate Building Department activities and organizes and implements systems and procedures to ensure effective operations.
- Plan and assign the work of employee(s) engaged in clerical support for the Building Department.
- Receive, issue and process a variety of Building Department permits, applications or forms.



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- Research and generate Building Department correspondence, reports, bylaws, policies, procedures and contracts as directed.
- Preparation of Council and Committee agenda items and report on Building Department related issues.
- Provide assistance to the Bylaw Enforcement Department in the investigation of public concerns or bylaw enforcement matters applicable to the Building Department. Provide assistance to the Planning Department in regard to such issues.
- Maintain and update information that is applicable to the Building Department.
- Perform other Community Development Department related duties as assigned.

Assignments and responsibilities are to be carried out in accordance with established procedures. Performance is subject to review, inspection and annual performance evaluation by the Director of Community Development.

The incumbent will be required to perform accurate record keeping and clerical tasks, such as preparing and maintaining records, reports and correspondence; providing technical information and assistance to other departments; perform other related tasks as assigned and on occasion, attend Council meetings as directed.

Required Knowledge, Skills and Abilities:

- Must have Level 3 Certification and Registered Building Official Certification from the Building Officials' Association of BC.
- Must have a minimum 15 years experience applying and enforcing the BC Building Code in conjunction with Local Government regulations. Graduation from an advanced Building Technology Course specializing in the building trades and the BC Building Code would be an asset.
- Grade 12 education or equivalent supplemented with courses in building construction technology or completion of a recognized building trades apprenticeship.
- Must have sound knowledge of the current National Building Code and good knowledge of the current BC and Canadian Plumbing Codes and other related bylaws, acts, standards and regulations pertaining to the building trade.
- Must have the ability to exercise sound technical judgment in ensuring compliance with and the interpretation and application of bylaws, codes, regulations, statutes, and Council policies while being tactful, firm, courteous and diplomatic in dealing with the public.
- Impartiality and sound judgment.



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- Must be able to establish and maintain effective working relationships with the public, owners, contractors, tradesmen, business representatives, municipal officials, and department officials and staff.
- Must be able to read and interpret maps, plans, blueprints and specifications.
- Must be able to perform a variety of clerical and record keeping duties.
- Must be able to communicate effectively, in oral, written and electronic format, with ability to prepare technical and non-technical reports.
- Must be able to maintain Building Department operations with minimal supervision and plan, direct and coordinate the work with all staff members.
- Working knowledge of modern office practices, procedures, computers and other office equipment.
- Good knowledge of modern word processing, spreadsheet and database software.
- Able to perform Building Department assignments with minimal supervision.
- Able to meet deadlines under heavy workloads and stress.
- Must be in possession of a valid BC Driver's License (Class 5).

Working Conditions:

The incumbent will normally work the standard forty (40) hour outside employee work week of Monday to Friday; and on occasion work overtime as authorized. The incumbent will be required to travel in the performance of the duties of the position. All other working conditions for the Building Inspector III position fall under the Collective Agreement with the Canadian Union of Public Employees Local 458.