

JOB DESCRIPTION – BUILDING INSPECTOR LEVEL I

KEY RESPONSIBILITIES

The Building Inspector Level I is responsible for performing building inspections on a wide range of urban, semi-urban and rural buildings during various stages of construction, alteration and/or repair. The incumbent will ensure compliance with BC Building Code, National Plumbing Code, City Bylaws and Provincial and Federal regulations for developments within City boundaries.

DUTIES AND TASKS

- Inspect and approve Level I building plans and specifications for compliance with Municipal building and zoning regulations, B.C. Building and National Plumbing Codes, and issue Building permits.
- Providing advice on code compliance matters, issuing permits to contractors and public and carrying out inspections of building developments.
- Assist Chief Building Official, when required, with administration of Level II & III commercial and industrial development permits.
- Conduct on-site inspections of buildings under construction, additions and repairs to existing buildings, and water and sewer connections, for conformance to Municipal building and zoning regulations and Development Permit requirements.
- Conduct required building and safety inspections of buildings slated for removal or demolition.
- Issue “stop work” notices in consultation with Chief Building Official.
- Review applications, for level 1 building and plumbing permits and where suitable, issue permits.
- Issue Occupancy Permits.
- Review business license applications and other relevant permit applications to identify any building-related concerns.
- Enforce all relevant bylaws as they relate to the Building/Licensing Department (e.g., Minimum Standards Rental Bylaw, Building, Zoning, Mobile Home, Sewer and Water, Signage, and Business Licence Bylaws, and Land Use Contracts) and prepare bylaw amendments, as required.
- Provide building code expertise to all departments.
- Monitor building and development activity within the service area to identify actions that are in violation of building, zoning, flood plain management, tree protection, soils removal and deposit, mobile home



- park, development permit and other development-related bylaw provisions.
- Maintain accurate records on all jobs being inspected in cloud-based environment.
 - Perform other related duties, as required by immediate Supervisor.

REQUIRED QUALIFICATIONS

Education and Experience:

- Completion of Grade 12 as well as completion of a diploma program in building technologies, or a BC Trade's qualification, as well as the completion of related courses. A minimum of 2 years of related experience may be considered as an equivalent qualification.
- An equivalent combination of education and experience may be considered for the initial hiring with the requirement to obtain the Level 1 Building inspector qualification with BOABC within 3 months of hire.
- Must pass a Criminal Record check under the Criminal Records Review Act.
- Must hold and maintain a valid Class 5 B.C. Driver's License.

Knowledge:

- Knowledge of the B.C. Building Code, B.C. Plumbing Code and Municipal bylaws and other relevant legislation.

Skills and Abilities:

- Excellent organizational and record management skills.
- Ability to interpret and apply blueprints, drawings, specifications, standards and regulations.
- Proficient in operating personal computers and Microsoft Office software.
- Proficient with cloud-based, paperless building permit processing software such as Cloud permit.
- Ability to work independently and to accomplish tasks and assignments.
- Ability to deal effectively with co-workers, contractors and the public.

Good written and oral communication skills.

Testing will be required.