

**COLUMBIA SHUSWAP REGIONAL DISTRICT
POSITION DESCRIPTION**

POSITION:	Building Inspector I	LOCATION:	Main Office
DEPARTMENT:	Development Services	PAY GRADE:	14
REPORTS TO:	Team Leader, Development Services	DATE:	January 17, 2019

POSITION PURPOSE STATEMENT

Under the general direction of the Team Leader, Building and Bylaw Services, the Building Inspector is responsible for the administration, interpretation and enforcement of the BC Building Code, CSRD building bylaws and other applicable bylaws.

The Building Inspector works closely with Development Services staff and ensures the efficient delivery of building inspections including receiving and checking building permit applications, examining plans, approving permits for issuance, and conducting inspections on all types of construction to ensure building and plumbing codes and all other related bylaws are adhered to.

The Building Inspector advises clients on BC Building Code related bylaw matters.

OPERATING ENVIRONMENT

The CSRD Office consists of six functional departments - Corporate Administration, Finance, Information Technology/GIS Services, Operations Management, Development Services, and Shuswap Tourism/ Shuswap Economic Development/ Film Commission - each with respective staff complements.

Under the general direction of the Team Leader, Building and Bylaw Services, the Building Inspector works closely with CSRD staff, property owners, building contractors, general public, elected officials, agencies and other professionals and must be familiar with the Department's operations in order to provide quality building permit and inspection services.

MAIN DUTIES AND RESPONSIBILITIES

An integral part of the Building Inspector's responsibilities includes the inspection of residential, commercial, industrial and institutional structures at various stages of construction, repair or alteration to seek compliance with applicable codes, acts, bylaws, standards and regulations. The Building Inspector approves or rejects field work inspected and enforces changes and corrections as required and may issue stop work orders as necessary, in accordance with current policy and procedure and with the CSRD building bylaw(s).

The Building Inspector receives and examines plans and permit applications for compliance with applicable codes, acts, bylaws, standards and regulations; investigates and reports on illegal or unsafe building practices or operations; may recommend that a Section 57 Notice be placed on the title of a

MAIN DUTIES AND RESPONSIBILITIES (cont'd)

property where there is non-compliance; prepares and presents evidence as required and acts for the CSRD in all proceedings to do with building inspection.

The Building Inspector communicates with contractors, engineers, architects, home owners and the public in regard to construction, alteration and repair requirements; interprets and advises on required changes; and ensures requirements are carried out. The Building Inspector prepares and maintains complete and accurate records, reports and correspondence relative to plan reviews and inspections

The Building Inspector provides mentoring and coaching to other building staff.

DESIRED RESULTS

1. Conveys a positive public image of the CSRD by demonstrating a congenial and helpful attitude; responds to and maintains tactful, courteous and helpful relations with elected officials, staff, agencies, suppliers, consultants and the general public.
2. Provides sound professional judgment and advice and ensures that all required information is complete and accurate.
3. Reads and interprets plans, specifications and related material recognizing technical requirements and assists with the processing of building permit applications.
4. Conducts inspections in a complete and timely fashion to ensure that building and plumbing codes and bylaws are being observed with a minimum of inconvenience to the building public and advises clients on requirements for compliance.
5. Approves the issuance of permits and stop work orders where applicable and tactfully enforces codes, regulations, bylaws and issues MTI's for building bylaw related infractions
6. Maintains complete and accurate records of inspections and other matters related to building permits and inspections and provides clear and succinct reports.
7. Works closely with Development Services staff when interpreting difficult land use regulations and provides a practical perspective to the applicability and suitability of difficult regulations.
8. Communicates effectively with owners, contractors, tradesmen, engineers, architects and other governing bodies to provide advice about the requirements to make building permit applications complete and compliant with codes, regulations and bylaws.
9. Contributes to practical input on compliance policy and procedure by taking the initiative to advise the Team Leader, Building and Bylaw Services on the need for changes, improvements or deletions to existing policy and procedures to reflect the day-to-day working environment needs.
10. Provides cohesion to the department by maintaining an open line of communication with other members of the CSRD on new information as well as drawing on the experience and knowledge of others and being an integral part of departmental meetings and contributing as a key team member.
11. Performs other related duties as assigned by the Team Leader, Building and Bylaw Services.

QUALIFICATION REQUIREMENTS

Knowledge, Skills and Abilities

- Excellent interpersonal and communication skills and the ability to interact with people in a professional manner, including the ability to speak clearly with a friendly but professional manner to communicate complex bylaws and technical information to the general public in a clear non-technical way.
- Ability to exercise sound judgment and work independently and as part of a team.
- Excellent written communications skills with a high level of accuracy.
- Computer skills in software such as MS Word and Excel.
- Extensive knowledge of the BC Building Code.
- Thorough working knowledge of construction practices, methods, materials, tools and equipment used in building construction and the ability to recognize faulty or substandard construction.
- Thorough and comprehensive knowledge of the bylaws, acts, codes, standards and regulations related to building construction and plumbing.
- Familiarity with legislation and policies and procedures governing the work performed.

Education, Training and Experience

Grade 12 or equivalent supplemented by a Diploma in Building Technology or a related discipline from a recognized post-secondary institution plus a minimum of two (2) years experience working in the field of construction, preferably in carpentry or mechanical trades, and three (3) years relevant experience as a Building Inspector, preferably, in a local government environment; or an equivalent combination of education, training and experience.

Minimum Level 1 certification with the Building Officials Association of BC is required.

Valid BC Driver's License.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. Other related duties may be assigned.

APPROVALS

Chief Administrative Officer _____ Date _____