JOB DESCRIPTION

SENIOR BUILDING INSPECTOR

Position Title:	Senior Building Inspector
Department:	Planning and Development Services
Supervisor:	Director of Planning and Development Services

POSITION FUNCTION

Regulate and enforce the building and plumbing codes, acts, standards and bylaws through the review of technical plans and documents, on-site inspections and permit approvals.

Administer and interpret zoning regulations and bylaws related to planning and bylaw enforcement.

KEY DUTIES

- Review building and plumbing permit applications, plans and specifications for compliance with applicable codes and bylaws; provide technical assistance and interpretation to advise applicants, contractors and professional consultants on required design changes; issue building and plumbing permits; maintain all associated files including plans and records of inspections and violations. Participate in exchange of inspection coverage with another municipality.
- Review and approval high density, complex building plans including those of steel and concrete construction.
- Promote and apply green site development practices and appropriate standards for building exteriors and interiors.
- Ensure all Development Permit requirements are properly implemented.
- Conduct site inspections and maintain checklists during all phases of construction to confirm compliance with codes, bylaws and standards; examine and test domestic water services, sanitary sewer, storm drain, fire stand-pipe and sprinkler systems; ensure builders maintain public safety during construction by requiring fences, hoarding and overhead protection.
- Investigate and resolve complaints and infractions related to construction; issue stop work orders, deficiency and non-compliance notices when there are violations of building and plumbing bylaws; issue demolition permits, inspect damaged buildings and carry out final inspections and approve completed construction.
- Inspect and prepare building condition reports with recommendations on municipal structures; maintain all associated files including plans and records of inspections.
- Respond to enquiries and complaints from the public, outside agencies and other departments regarding codes and bylaws, building construction, zoning and planning issues; conduct follow-up on complaints; recommend and initiate legal action such as building liens; provide information to Supervisor regarding statutory requirements related to permits and inspections; prepare and present court evidence as required; organize correspondence and reports related to projects and technical matters as required.
- Liase with the Planning staff, municipal engineer, utility companies and other agencies in the planning/development process for the municipality.
- Continually upgrade the Building Bylaw as needed.
- Administer the Town's sign bylaw.
- Identify needs for off-site works and services for minor buildings.

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- Negotiate in matters relating to statutory rights of way and easements, road dedication and road exchange with private property owners and with developers in matters involving the extension and upgrade of municipal infrastructure; off-site works, service extensions and upgrades and covenants.
- Inspects for compliance with development permit plans and conditions and takes remedial actions where necessary.
- Administer and assign property addresses.
- Perform related duties where qualified.

INDEPENDENCE

Work is generated by permit and construction activity, statutory requirements, applications, and established guidelines or is assigned by supervisor.

Work is reviewed through departmental meetings and meetings with Supervisor.
Issues involving controversial decisions and interpretations of bylaws are discussed with Supervisor.

WORKING CONDITIONS

Physical Effort:

- Climb stairs (rare)

Work Environment:

- Office.
- Work outside in all weather conditions. (occasional)
- Work on construction sites. (frequent)

KEY SKILLS AND ABILITIES

- Must often work in strained circumstances.
- Understand and apply the principles of building and plumbing inspection.
- Read and interpret building drawings, codes, referenced standards and regulations.
- Understand and apply planning principles, regulations, legislation and procedures.
- Deal with the public and applicants in a courteous and tactful manner.
- Communicate effectively verbally and in writing.
- Organize and prioritise work.
- Working level knowledge of current Town computer programs.

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QUALIFICATIONS

Formal Education, Training and Occupational Certification:

- Grade 12 Diploma
- Diploma in Building Technology or Journeyman
- BC Building Inspector's Certificate Level III
- Membership or eligible for membership with the Building Inspector's Association of BC
- Valid Class 5 BC Driver's License.

Experience:

- 5 years of related experience

or an equivalent combination of education and experience.

OTHER

- May be requested to substitute in a more senior position.