

	<i>Title:</i> Building Inspector	<i>Date:</i> August 5, 2009
	<i>Department:</i> Development Services and Economic Development	
	<i>Classification:</i> CUPE	<i>Pay Grade:</i> 27

Nature and Scope of Work

The Building Inspector reports to the Chief Building Inspector and is responsible for the City's building, plumbing, and business license inspection program. This is a technical and regulatory position involving the inspection of structural, architectural, plumbing, landscaping, civil, and safety installations in all types of new construction and alterations to existing structures, to ensure that the work complies with all existing codes and regulations.

Performance is reviewed by the Chief Building Inspector in terms of effective operations including the ability to meet deadlines and priorities, the implementation of sound administrative and professional practices, adherence to safe work practices and in the quality of service rendered to the public and industry.

Illustrative Examples of Work

Conducts building, plumbing and business license inspections, reviews plans and issue permits in the enforcement of building and related codes, by-laws and good engineering practices.

Follows safe work practices and ensures that safety guidelines are adhered to in a manner that recognizes personal safety and the safety of others in accordance with Workers' Compensation Regulations.

Ensures the consistent interpretation and application of the Building Code and related by-laws on an ongoing basis through confirmatory field inspections, discussions with industry and internal staff.

Provides interpretations, explanations and advice on problems, unusual projects and preliminary development proposals with architects, engineers, contractors, owners, City staff and various other internal and external contacts.

Assists the Chief Building & Licensing Inspector in planning and evaluating the Division's operations involving such matters as work methods and staff requirements; prepares comprehensive reports on a range of administrative and

technical matters; provides input into the setting of the Division's goals, objectives and policies and operating budgets.

Investigates and reports to the Chief Building Inspector on building works underway without necessary permits; liaises with the property owner and contractor to ensure work is stopped and that a permit application is submitted.

Inspects premises prior to issuance of new business licenses and also inspects fire damaged premises, making recommendations as to repair or demolition.

Investigates alleged violations of the Zoning, Building, Business License, Sign and other City by-laws including those pertaining to secondary suites and issues tickets and conducts follow up action as required.

Performs related work as required.

Required Knowledge, Abilities and Skills

Thorough knowledge of the British Columbia Building Code, City by-laws, policies and regulations, including Workers' Compensation Legislation.

Working knowledge of the strength of materials, construction costs and plumbing and heating regulations.

Working knowledge of the Local Government Act and Community Charter.

Ability to interpret regulations accurately and to enforce regulations with firmness and tact.

Ability to provide clear, concise interpretation of the B.C. Building Code to staff.

Ability to establish and maintain effective working relationships with all City staff and other external contacts such as government officials, outside agencies, architects, tradesmen, contractors, engineers and other members of the public.

Ability to read and interpret plans and specifications and to apply regulations and requirements to new building materials and techniques.

Ability to establish priorities and meet deadlines.

Ability to write clear, concise letters and reports.

Ability to effectively represent the City on the Lower Mainland Technical Committee and other relevant committee where required.

Ability to act in the absence of the Chief Building & Licensing Inspector.

Desirable Training and Experience

Graduation from a program at an Institute of Technology in building technology or completion of Grade 12 supplemented by construction experience at the journeyman level in one of the building trades. A minimum of 5 years experience as a Building Inspector/Plan Examiner in a city/municipality in the Province of B.C. with primary focus on Part 3 complex buildings and Level II Certification from the Plumbing Officials' Association of B.C.

Required Licences, Certificates and Registrations

Valid Class 5 B.C. Driver's Licence

Level 3 Building Official certification from the Building Officials' Association of B.C.