



JOB CLASSIFICATION DESCRIPTION

CHIEF BUILDING INSPECTOR

DATE REVISED: April 2017

Job Summary:

The Chief Building Inspector is responsible for the administration, interpretation and enforcement of the BC Building Code and municipal regulations and bylaws. This is technical work of an inspectional and regulatory nature, involving the inspection of building operations of all types and occupancies to ensure that construction, conversion, repairs, alterations, demolitions and additions to buildings comply with applicable requirements. The Chief Building Inspector ensures that the objectives of structural safety, fire safety, health, accessibility and the protection of buildings are addressed prior to occupancy; examines for approval or rejection, plans and specifications submitted in compliance with statutory provisions, standards, procedures and bylaw; and issues plumbing, building and sign permits. Considerable responsibility and independence of judgement is exercised in interpretation and enforcement of applicable regulations and performance is reviewed by a supervisor for technical adequacy, consistency and conformance to established practices to provide a high level of customer service. The Chief Building Inspector has the power to suspend construction work in the field and may be required to defend his decision as a witness in Court. Supervision and training of more junior employees is required.

Primary Duties and Responsibilities:

- Inspects work in progress and completed work at intervals sufficient to ensure work is done in compliance with the approved design for residential, commercial, industrial and institutional buildings and structures to ensure that all materials and equipment used are of required standards and that the work has been performed according to statutory provisions, standards and procedures, conforms with the BC Building Code, municipal regulations, bylaw requirements and safety regulations.
- Management of project building permit files, including referrals to other departments and/or regulatory agencies when specialized approvals are required, and ensures that designers and/or developers are notified of deficiencies; coordinates referral returns.
- Monitors illegal construction and/or applicable bylaw infractions, including the *Controlled Substances Property Remediation Bylaw*, and takes appropriate action to rectify while liaising with the appropriate authorities and agencies, including the RCMP.
- Advises owners, contractors or workmen of necessary corrections and changes in structural work, plumbing and appropriate heating installations and re-checks to see that they have been made.
- Carries out mathematical calculations pertinent to the examination and recommendation for approval and for enforcement of statutory provisions, standards, procedures and bylaws.
- Renders technical assistance respecting applicable regulations to owners, contractors or workmen in planning installations that will satisfy bylaw requirements.
- Checks in the field before passing buildings for framing or occupancy inspection to ensure that a builder has obtained all necessary inspections and clearances respecting electrical, plumbing, gas or other services which will become cancelled.

- Investigates fire damaged buildings prior to repair.
- Investigates and reports to a supervisor on building, plumbing or heating of works suspected to be underway without necessary permits.
- Completes various inspection notices, conducting related correspondence and maintains log of daily inspections.
- Prepares statistical reports including monthly building statistics and reports for various agencies and liaises with professional engineers, architects and other agencies.
- Determines final decisions regarding Code interpretation and acts as a witness in Court in defence of decisions.
- Deals with general inquiries from the public on building and related Codes, zoning, sign, business licence, nuisance, animal control, subdivision bylaws, fire permits, development permits and other matters.
- Issues building, plumbing, access, sign permits and business licences and maintains related files.
- Processes applications for sanitary sewer, storm and water connections and inspects installations.
- Assists in coordinating issuance of development permits and other development related applications.
- Assists planning and public works technicians.
- Prepares and signs correspondence and prepares clear concise reports to Council.
- Performs other related duties as required, including enforcement of City Bylaws.

Necessary Qualifications

Knowledge:

- Demonstrable thorough knowledge of the principles, methods and practices of building construction, plumbing, appropriate heating and electrical installations and a solid working knowledge of applicable Codes, bylaws and procedures.
- Demonstrable thorough knowledge of current B.C. Building, Plumbing and Fire Codes, N.F.P.A. Standards, relevant Federal, Provincial and municipal statutes, regulations and bylaws.
- Considerable working knowledge of various types of building construction methods, materials, labour costs and the stages of construction.
- Considerable working knowledge of strength of materials, stresses and strains and of possible faults in construction.
- Considerable knowledge of the City of Parksville safe work procedures and policies and WorkSafeBC's act and regulation.
- Considerable knowledge of the occupational hazards and safety requirements of the work.

Skills/Abilities:

- Demonstrable skill in the ability to read, interpret and check legal maps, blue prints and detailed building plans and specifications and inspect ongoing construction of all complexities to ensure compliance with the building, plumbing and fire Codes, City building and zoning bylaws and N.F.P.A. Standards, and issuance of permits and licences.
- Proven ability to locate and analyze defects.
- Proven ability to understand blueprints, recognize technical requirements and to suggest required changes.
- Excellent communication skills both oral and written.

- Proven ability to deal effectively and tactfully when settling requests, complaints or clarifying information and in obtaining compliance with bylaws and regulations.
- Proven ability to use good, quick judgement skills in order to diffuse aggressive confrontations.
- Proven ability to maintain necessary records.
- Proven ability to prepare concise reports and correspondence.
- Current computer training and experience is essential.
- Physical ability to move about buildings under construction, crawl into attics and crawlspaces, climb high ladders and scaffolding and manoeuvre uneven terrain.

Education:

- Completion of Grade 12 plus considerable experience as a journeyman in an applicable building trade, preferably in a supervisory capacity; or an equivalent combination of training and experience.
- Graduation from an institute of technology with a Diploma in a building technology course or civil technology course; **OR** certification in one or more of the building trades, preferably in the HVAC field, supplemented by completion of Building Code courses and sound related experience.

Training/Certification:

- Possession of Building Officials Association of BC Level III Certification and Plumbing Inspectors Association of B.C. Level I Certification.
- Possession of a valid BC Drivers Licence and good driving record.

Experience:

- A minimum of ten years of municipal building inspection experience.

Working Conditions

- The employee will be required to work in adverse weather conditions.
- Perform physically demanding work.
- The employee will be required to work alone quite frequently and will be required to follow the Working Alone Safe Work Procedure – following check-in/check-out practices/procedures.
- Required to work with city staff and members of the public in an effective and courteous manner.
- May come in contact with bio-hazardous materials and will be required to follow the exposure control plan and safe work procedures.

The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.

Signature of Incumbent: _____

Date: _____