



## **JOB DESCRIPTION**

**TITLE:** BUILDING OFFICIAL

**DEPARTMENT:** Community Development

**LEVEL:** See Letter of Understanding re: Building Officials

**Position Last Evaluated:** Dec 2014

**Job Desc. Last Updated:** Apr 2017

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### **JOB SUMMARY**

Under the general direction of the Supervisor of Building Inspections, reviews and processes building permit applications, ensuring that the design of proposed construction meets the requirements of applicable regulations. Inspects ongoing construction for compliance with relevant regulations, takes action necessary to ensure all deficiencies and/or infractions are corrected.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Building Officials will be required to perform work that is associated with the levels that they have obtained through the Building Officials Association of British Columbia (BOABC) or the Plumbing Officials Association of British Columbia (POABC). These are noted below:
  - Level 1 - Plan reviews and/or inspections that are associated with small accessory buildings and single family dwellings (including secondary suites) governed by Part 9 of the BC Building Code.
  - Level 2 - The same as Level 1, as well as all small buildings governed by Part 9 of the BC Building Code. For Building Officials that specialize in plumbing, Level 1 designation by the Plumbing Officials Association of BC (POABC) will be regarded as equivalent to BOABC Level 2.
  - Level 3 - The same as Levels 1 and 2, as well as all buildings governed by Part 3 of the BC Building Code. For Building Officials that specialize in plumbing, Level 2 designation by the Plumbing Officials Association of BC (POABC) will be regarded as equivalent to BOABC Level 3.
2. Initiates, processes and monitors building, plumbing, mechanical and sign permit applications; calculates permit fees and enters pertinent information into the computer system.
3. Inspects work in progress at intervals sufficient to ensure work is done in compliance with the approved design.

**TYPICAL DUTIES AND RESPONSIBILITIES (Cont)**

4. Reviews plans and specifications prepared by architects, engineers and designers to ensure that proposed construction projects are designed in compliance with all applicable codes and regulations.
5. Manages project files and refers 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.
6. Monitors illegal construction and/or applicable bylaw infractions and takes appropriate action to rectify.
7. Researches and responds to technical and procedural inquiries from the general public and staff; provides recommendations on bylaws and building regulation interpretations.
8. Communicates design and construction deficiencies to architects, engineers, designers and project managers and ensures steps are taken to correct such items.
9. May provide orientation training to new or temporary staff.
10. Keeps up to date with changes and advancements in the building industry through demonstrated continued professional development.
11. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the BC Building, Plumbing and Fire Codes, N.F.P.A. Standards, relevant federal, provincial and municipal statutes, regulations and bylaws.

Considerable knowledge of building construction methods and materials.

Basic computer skills with Municipal computer programs (such as *Prospero*) and with Microsoft Office programs.

Excellent verbal and communication skills.

Ability to check 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.

Ability to use tact and discretion when settling requests, complaints or clarifying information.

Ability to prepare concise reports and correspondence.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Possession of an Interprovincial Trades Qualification in Carpentry or Plumbing or a diploma from a recognized technical institute in Building Technology and a minimum of four (4) years' building design and construction experience. And one of the following:

- Level 1 Building Official - Successful completion of the Building Officials Association of BC (BOABC) Level 1 building specialization exam or successful completion of the Plumbing Officials Association of BC (POABC) Level 1 plumbing specialization exam.
- Level 2 Building Official – BOABC Level 2 certification or POABC Level 1 certification.
- Level 3 Building Official – BOABC Level 3 certification or POABC Level 2 certification.

Possession of a valid Class 5 BC Driver's Licence.

Satisfactory Criminal Record Check.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Must be in good health and have sufficient physical strength and agility to perform required work activities of this position.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.