



Job Description

Building Official

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Building and Bylaw Manager

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: Development Services

SUMMARY OF POSITION:

Reporting to the Building Manager, the Building Official reviews building plans and permit applications for Building Code and Bylaw compliance, as well as inspecting buildings under construction for conformity with approved plans, building code, bylaw and other applicable enactments. As the Building Officials often work alone and in remote locations, this position also demonstrates a high level of professionalism and integrity when representing the RDCK.

TASK DESCRIPTION:

As a member of the Building team, responsibilities include, but not limited to:

1. Responds to inquiries from builders, property owners and the public, relating to building requirements deriving from RDCK and British Columbia Provincial Statutes.
2. Reviews and approves plans and building permit applications by coordinating approvals and issuance for building permit in compliance with the Building, Plumbing and Fire Codes, other Provincial and Municipal legislation, local bylaws and permits. Ensures results are communicated to the owner, contractor on site and design professionals.
3. Calculates building permit fees in accordance with the RDCK Building Bylaw.
4. Inspects construction for compliance with B.C. Building Code, RDCK Building Bylaw requirements and conformity with approved plans in compliance with the relevant inspection schedule.
5. Provide advice and support to proponents to ensure ongoing compliance with BC Building Code and RDCK Building Bylaw.
6. Monitors illegal construction and/or applicable bylaw infractions and takes appropriate action to rectify, including but not limited to issuing Stop Work orders.
7. Responds to inspection calls and enquiries regarding procedures, interpretation of code and building bylaw.
8. Issues tickets under the Municipal Ticketing Information Bylaw authority.
9. Works with planning staff in the review of development proposals and permits.

10. Maintains up-to-date knowledge of building technology and associated regulations and ensures that requires certifications are current.
11. Initiates action relative to Building Bylaw infractions.
12. Operates motor vehicles as required to travel to construction sites.
13. Performs other duties as required.

REQUIRED QUALIFICATIONS

- Trade qualification in carpentry, plumbing and/or heating ventilation
- Post-secondary diploma in Science or Building Science preferred
- Minimum 2 years' experience as a Building Official in municipal or provincial setting is preferred.
- Level 1, 2 or 3 Certification with the Building Officials Association of British Columbia or eligibility to attain.
- Level 1 Plumbing Certification with the Building Officials Association of British Columbia or eligibility to attain.
- Member with the provincial Building Officials' Association of BC or eligibility to attain
- Valid BC Driver's License and a satisfactory Drivers Abstract;
- Satisfactory Criminal Record

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- A comprehensive understanding of the statutory duties of a Building Inspector under the Community Charter.
- Considerable knowledge of the BC Building Code, National Fire Protection Association (NFPA) Standards, relevant federal, provincial and municipal statutes, regulations and bylaws.
- Comprehensive understanding of BC legal regulatory system and code of ethics for Building Officials.
- Ability to check plans and specifications and inspect ongoing construction to ensure compliance.
- Considerable knowledge of building construction methods and materials including sprinkler systems.
- Ability to read and interpret building plans, maps, legal descriptions, rights of way, easements and covenants.
- Excellent written and oral communication skills, public relation skills and practical program solving ability using tact and diplomacy.
- Technically competent in MS Office program.
- Knowledge of building management and mapping software e.g. Tempest Prospero modules and mobile building inspection application.
- Ability to present complex technical information to the public and staff.

- Highly organized and detail orientated.
- Ability to work independently, exercise initiative and judgment.
- Ability to use sound judgment when identifying, mediating and resolving a building Code deficiency and/or infraction and utilize conflict resolution skills when dealing with hostile individuals.
- Experience with and knowledge of geotechnical matters related to building safety.
- Must be physically capable of carrying out their duties.
- A highly collaborative and collegial team player.
- Proactive attitude to achieve quality results.

ACCEPTANCE

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date