

Town of View Royal

JOB DESCRIPTION

BUILDING INSPECTOR – LEVEL 3

Reports to: Director of Development Services

General Summary:

Under the general direction of the Director of Development Services, the Building Inspector – Level 3 is responsible for technical and skilled work in the regulation and inspection of buildings and in the enforcement of the BC Building Code, the BC Plumbing Code, and municipal bylaws. The Building Inspector – Level 3 examines all types of building plans related to new construction, alterations, repairs, and additions and inspects or monitors work in progress to ensure that work is performed in accordance with applicable codes and bylaws.

Duties and Responsibilities:

- 1) Reviews preliminary concept plans and makes recommendations on Building Code aspects.
- 2) Reviews building permit applications for compliance with the Building Code and municipal bylaws.
- 3) Reviews and inspects residential projects during all phases of construction, determining conformity with approved plans and applicable sections of related codes, business license requirements, bylaws, acts, regulations and standards.
- 4) For Level 3 buildings under the BC Building Code:
 - a) Relies exclusively on the Registered Professional for the adequacy of plans, drawing specification and supporting documents for building code compliance but will review plans of Level 3 buildings for general compliance with the Building Code;
 - b) Relies on the field inspection and letters of assurance from the professional community with respect to compliance with the Building Code;
 - c) Ensures field inspection reports are received from the professional community on a timely basis.
- 5) Provides technical assistance and interpretation to advise applicants, contractors and professional consultants on required design changes and corrections, including reviewing plans.

- 6) Issues building permits and processes information regarding proposed and ongoing design and construction with relevant professionals and the general public.
- 7) Maintains a variety of manual and computerized files such as plans and records of inspections and violations.
- 8) Prepares correspondence and reports related to projects and technical matters, communicates with other Town Departments and/or regulatory agencies to ensure all documentation is received and approved; communicates deficiencies to designers and/or developers to ensure that corrective steps are taken.
- 9) Tests building components such as mechanical systems; ensure builders maintain public safety during construction.
- 10) Inspects illegal construction and issues stop work orders and no occupancy notices for violations of building-related bylaw infractions and associated complaints, and ensures appropriate remedial action is taken.
- 11) Carries out final inspections and approves occupancy permits for completed buildings.
- 12) Responds to enquiries and complaints from the public, outside agencies and other departments regarding codes and bylaws, building construction, zoning and planning issues.
- 13) Works with the Protective Services Department on plan reviews, site inspections and fire investigations.
- 14) Provides information to the Director of Protective Services and Chief Administrative Officer regarding statutory requirements related to permits and inspections.
- 15) Additional duties as the Director of Protective Services may require.

Knowledge, Skills and Abilities:

- 1) Thorough knowledge of current B.C. Building and Plumbing Codes and Municipal Statutes, regulations and bylaws, together with a good working knowledge of structural, civil, geotechnical, mechanical and electrical engineering.
- 2) Considerable knowledge of building construction methods, materials, soils, H.V.A.C., plumbing systems and sign construction.
- 3) Considerable knowledge of the Municipal Government Act, Land Titles Act, Development Permits, Official Community Plan, and the Board of Variance and their associated procedures and regulations.
- 4) Ability to communicate with tact and diplomacy when handling contacts of a difficult, specialized or sensitive nature for purposes such as influencing, persuading or securing the cooperation of others.

- 5) Ability to use conflict resolution skills.
- 6) Ability to check and interpret complex plans and specifications, compare with construction in progress, suggest and enforce changes or corrections required with firmness, impartiality and sound judgment.
- 7) Ability to prepare and present evidence in court.
- 8) Proficient computer skills and experience, especially with MS Word and MS Excel.
- 9) Ability to organize tasks, prioritize work and maintain accurate records.
- 10) Ability to provide positive representation of the Town of View Royal with the public and outside agencies.
- 11) Ability to work safely on job sites.

Qualifications:

- 1) Grade 12 education or equivalent.
- 2) Building Officials' Association of B.C Level 3 Certificate, Registered Building Official (RBO) Certificate, and Plumbing Inspectors Association of B.C. Level 1 Certificate.
- 3) A minimum of six (6) years inspection experience as a Building Inspector with plan checking skills;
- 4) Completion of a two (2) year diploma related to Architecture or Structural Engineering Technology from an accredited technical institute.
- 5) Current and valid Class 5 B.C. Driver's Licence.

This job description is only a summary of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, might be part of the job.

Signature

Date