

## AUXILIARY BUILDING INSPECTOR

The City of Campbell River is looking to augment its workforce within its Community Planning and Development Services Department. We are looking for a Building Inspector to work on an on-call, as-needed basis starting as soon as possible.

The successful candidate will work within a team to assist with the processing and issuing of building permits and inspections.

Success in this role requires:

- Trades Certification or equivalent Post-Secondary education and training.
- Successful completion of BOABC Level 1 exam.
- Member or eligible for membership in the BOABC.
- Two (2) years related experience

The current hourly rate of pay for this CUPE bargaining unit positions is \$32.25

Please see the attached job description that lists all the necessary qualifications for this position.

Included with your application package please provide verification of all education and/or certifications.

Please send your resume AND covering letter, quoting **AUX-2017-Build** to:



Human Resources Department  
City of Campbell River  
301 St. Ann's Road  
Campbell River BC V9W 4C7  
Fax: 250-286-5760  
Email: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

**Review of applications will commence immediately.  
This posting will remain open until filled.**

We thank all applicants; however, only those selected for interviews will be contacted.



## Job Description

### BUILDING INSPECTOR I

<b>Approval Date:</b> September 2016	<b>Department:</b> Community Planning and Development Services	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
<b>Title of Excluded Supervisor:</b>	Development Engineering and Building Supervisor	

#### General Accountability:

##### Purpose and Scope

Reporting to the Development Engineering and Building Supervisor, the Building Inspector I is directly responsible for the administration and enforcement of the City Building Bylaw and BC Building Code with a focus on Residential construction. The work involves direct responsibility for the administration and enforcement of the BC Building Code and BC Plumbing Code, along with municipal bylaws (building bylaw, zoning bylaw, official community plan bylaw, sign bylaw, soil deposition bylaw, and other related bylaws), regulations and standards. Considerable independence of judgment in evaluating situations and conformity with codes, standards, regulations and bylaws is required, along with skill in exercising courtesy, tact, diplomacy and persuasion in frequent contacts with both members of the public and officials of other agencies and companies.

#### Nature and Scope of Work

- Reviews residential building and plumbing applications to ensure compliance with applicable statutes, bylaws and regulations prior to issue of permits (such statutes and regulations include the federal and provincial building codes, the fire code, and City bylaws and zoning restrictions);
- Performs site inspections for construction projects, signage, illegal suites, soil deposition and drainage, environmental permit compliance issues, and fire damaged premises (making recommendations as to repair or demolition) when necessary;
- Reviews residential plans to ensure all required documentation is present, confirms bylaw compliance for zoning, ensures compliance with Building and Plumbing Codes, reviews Health and Safety requirements, calculates construction, permit values and development cost charges, and completes necessary documentation;
- Issues residential building, plumbing, sign and soil deposition permits;
- Responsible for managing residential building works underway without necessary permits; liaises with bylaw enforcement, property owners and contractors to ensure work is stopped and permit applications are submitted;
- Investigates alleged violations of the zoning, building, sign, soil and other City bylaws including those pertaining to secondary suites, and issues tickets and conducts follow up action as required;
- Provides appropriate technical advice, interpretations and explanations to owners, contractors, engineers and City staff on matters related to plan checking, preliminary development proposals and inspections;
- Maintains accurate progress records of projects and generates reports and correspondence as required;
- Performs counter and telephone inquiries regarding bylaws, building codes, service locations, inspection requests and requests for assistance in the resolution of problems;
- Coordinates workloads and priorities, ensuring quality assurance/quality control;
- Responsible for assignment of civic addresses;
- 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 WorkSafeBC regulations;
- Other related duties as may be assigned.

## **Necessary Qualifications**

### **Knowledge:**

- Thorough understanding of the BC Building Code.
- Knowledge and understanding of the Provincial Plumbing Code, Fire Code and applicable Municipal, Provincial and Federal laws.
- Sound knowledge of bylaw regulations and procedures.
- Working knowledge of MS Office Suite
- Working knowledge of WorkSafeBC regulations and safe work practices.
- I-Map or other GIS mapping systems.
- Residential Estimator.
- WHMIS regulations

### **Skills:**

- Effective written and oral communications.
- Excellent attention to detail.
- Effective, courteous and respectful interaction with the public, other agencies and internal departments and staff.
- Effective conflict resolution skills.
- Excellent organizational and time management skills.
- Safe work habits and practices.
- Ability to tactfully deal with the public.

### **Abilities:**

- Ability to read and interpret building plans.
- Ability to interpret and enforce regulations impartially and tactfully.
- Ability to deal with, and respond effectively to, inquiries from contractors and the general public.
- Ability to work under general direction only, exercising considerable independence and initiative in the execution of duties.
- Ability to exercise sound judgment and provide solutions to problems that arise.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

### **Education:**

- Trades certification or equivalent post-secondary education and training.

### **Training:**

#### **Must Have When Applying for Position:**

- Must possess and maintain a valid BC driver's license, and produce and maintain a clean driver's abstract, as per City Policy.
- Successful completion of Building Officials Association of British Columbia (BOABC) Level I examination.
- Member or eligible for membership in the Building Official Association of British Columbia.

#### **To Be Obtained on the Job:**

- Occupational First Aid Level 1.
- Risk Assessment Training.

### **Experience:**

- Minimum of two (2) years related experience.
- Working knowledge of provincial statutes, regulations and codes, related documents, and municipal bylaws.

## **Preferred Criteria**

- Level One (1) BOABC certification.
- Building inspection and plan checking experience in a municipal environment.

**Unusual Working Conditions**

- Involves both inside and outside work with considerable driving between locations and walking over rough areas.

Signature of Incumbent: _____	Date: _____
Signature of Supervisor: _____	Date: _____