

AUXILIARY BUILDING INSPECTOR II

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 II 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:

- Level II certification and association membership with the Building Officials Association of BC;
- Level 1 Plumbing Inspector Certification from the Plumbing Officials Association of BC;
- Valid BC Driver's License, and produce and maintain a clean driver's abstract, as per City policy;
- Minimum of three (3) years' experience as a Building Inspector in a municipal environment within the last seven (7) years.

The current hourly rate of pay for this CUPE bargaining unit positions is \$38.57.

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 Insp II** 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

**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.

BUILDING INSPECTOR II**Approval Date:** June 2017**Department:** Community Planning and
Development Services IAFF CUPE Management**Title of Management Supervisor:** Development Engineering & Building Supervisor**General Accountability:****Purpose and Scope**

Reporting to the Development Engineering & Building Supervisor and taking direction from the Chief Building Inspector, the Building Inspector II performs highly skilled technical inspections and regulatory work of a complex nature. The work involves direct responsibility for the administration and enforcement of the BC Building Code and BC Plumbing Code, along with municipal 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

- Performs building and plumbing inspections 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);
- Reviews building plans and plumbing applications to ensure all required documentation is present, confirm bylaw compliance for zoning, ensure compliance with Building and Plumbing Codes, review Health and Safety requirements, calculate construction, permit values and development cost charges and complete necessary documentation;
- Issuance of building, plumbing, sign and soil deposition permits;
- Performs site inspections for construction projects, business licenses, signage, illegal suites, soil deposition and drainage, environmental permit compliance issues, and fire damaged premises (making recommendations as to repair or demolition) when necessary;
- Liaises with the Fire Department as required;
- Responsible for managing 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, business license, sign, soil and other City bylaws including those pertaining to secondary suites, and issues tickets and conducts follow up action as required;
- Prepares reports regarding enforcement on non-compliance;
- Provides technical advice, interpretations and explanations to owners, contractors, architects, engineers and City staff on matters related to plan checking, unusual projects, development proposals and final inspection issues;
- Maintains accurate progress records of projects and generates reports and correspondence as required;
- Responds to counter and telephone inquiries regarding bylaws, building codes, inspection requests and requests for assistance in the resolution of problems;
- Manages own workload and priorities with assistance from the Chief Building Inspector, ensuring quality assurance/quality control;

- Assists the Chief Building Inspector with developing, modifying and drafting policies, procedures and bylaws related to Building Services;
- Ensures up-to-date knowledge regarding all relevant statutes, legislation, bylaws, acts and codes;
- 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 knowledge and understanding of the BC Building Code, BC Plumbing Code, Fire Code and applicable Municipal, Provincial and Federal legislation.
- Sound knowledge of bylaw regulations and procedures.
- Functional knowledge of Microsoft Word, Outlook, Excel, Tempest/Prospero.
- Working knowledge of WorkSafeBC regulations and safe work practices.

Skills:

- Effective oral and written communications; skilled in writing clear, concise letters and reports.
- Excellent attention to detail.
- Effective and courteous interaction with the public, other agencies and internal departments.
- Strong conflict resolution skills.
- Excellent organizational and time management skills.
- Keyboarding skills and ability to use the relevant range of computer software used by the City.
- Safe work habits and practices.

Abilities:

- Ability to read and interpret building plans and specifications and to apply regulations and requirements to new building materials and techniques.
- Ability to interpret and enforce regulations accurately and impartially with courtesy and tact.
- Ability to provide clear, concise interpretation of the BC Building Code to others.
- Ability to deal with, and respond effectively to, inquiries from contractors and the general public.
- Ability to deal professionally with difficult people in situations where standards or regulations must be adhered to.
- 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.
- Must have sufficient physical strength, stamina and ability to perform the work.

Education:

- Grade 12 or equivalent.
- Trades certification in carpentry, or an equivalent combination of post-secondary education (Building Technology Diploma) and training/experience.

Training:

Must Have When Applying for Position:

- Possess and maintain Level II of professional certification and association membership with the Building Officials Association of British Columbia.
- Level I Plumbing Inspector certification from the Plumbing Officials Association of British Columbia.
- Must possess and maintain a valid BC driver's license, and produce and maintain a clean driver's abstract, as per City policy.

To Be Obtained on the Job:

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

Experience:

- Minimum of three (3) years experience as a Building Inspector in a municipal environment within the last seven (7) years.
- Experience with a variety of construction types such as wood frame, concrete and steel, structural steel frame and masonry.

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: _____