
With a moderate climate, spectacular scenery and year-round recreational offerings at our doorstep, the **City of Campbell River** is the ideal location to live, work, and play.

BUILDING INSPECTOR

The City of Campbell River is seeking a full-time **Building Inspector I or II**.

The Building Inspector works closely with other Development Services Department staff and ensures the efficient delivery of building inspections including receiving and checking building permit applications, examining plans, approving permits for issuance, and conducting inspections on all types of construction to ensure adherence to building and plumbing codes and all other related bylaws.

To complement your trades certification or equivalent combination of related post-secondary education and training/experience, and valid BC Drivers' License, you also hold the qualifications for one of the following CUPE bargaining unit positions:

Building Inspector I - \$32.57 per hour

- Successful completion of BOABC Level 1 examination and member or eligible for membership in the BOABC;
- Minimum of two (2) years' related experience.

Building Inspector II - \$38.96 per hour

- BOABC Level 2 Building Inspector certification and member or eligible for membership in the BOABC;
- Minimum of 3 years' experience as a Building Inspector in a municipal environment within the last 7 years;
- Level 1 Plumbing Inspector certification.

We offer professional development opportunities, a 35 hour work week and a comprehensive benefits package. For detailed information on either of these positions, please see the attached job descriptions. *Include verification of your education and certifications with your application.*

Review of applications will commence immediately
This posting may close with no notice and no later than Friday, March 23, 2018

Please send your resume with covering letter, quoting **Competition EXT-17-70-3** to:



Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7
Email: careers@campbellriver.ca

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



Job Description

BUILDING INSPECTOR I

Approval Date: July 2017	Department: Community Planning and Development Services	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
Title of Excluded Supervisor:	Development Engineering and Building Supervisor	

General Accountability:

Purpose and Scope

Reporting to the Development Engineering and Building Supervisor, and taking direction from the Chief Building Inspector, 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: _____

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/Certification:

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: _____