

CHIEF BUILDING INSPECTOR

- *Are you a proven leader?*
- *Do you have excellent communication and problem solving skills?*
- *Do you want to work and live in a beautiful coastal environment?*
- *Don't miss this exciting opportunity!*

Vancouver Island is one of Canada's most enviable locations and Campbell River is ideally situated to take advantage of the best the island has to offer. With a moderate climate, spectacular scenery and year-round recreational offerings at its doorstep, Campbell River is a community that will continue to attract people from all locations.

The City of Campbell River is looking for a **Chief Building Inspector** to join our Community Planning and Development Services Department. You will provide leadership and direction to the Building Services staff by planning, assigning, supervising, guiding and reviewing their daily work. The role will include communicating technical matters to the general public in a manner to gain understanding and compliance. You will also perform highly skilled technical reviews and regulatory work of a complex nature.

To complement your Trades certificate in carpentry, or an equivalent combination of post-secondary education (Building Technology Diploma) and training/experience, you will:

- Have successfully completed the Building Officials Association of BC Level III examination;
- Hold a Level I Plumbing Inspector certification from the Plumbing Officials Association of BC;
- Have taken Supervisory skills training;
- Possess and maintain a valid Driver's License, and produce and maintain a clean driver's abstract, as per City policy.

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

The current hourly rate of pay for this CUPE bargaining unit position is \$43.02 working a 35-hour work week.

Qualified and interested individuals are requested to send your resume AND covering letter, quoting **EXT-17-52** 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

This posting closes at 4:30pm on November 6, 2017.

We thank all applicants for their interest; however, only those short listed for interviews will be contacted.

Job Description

CHIEF BUILDING INSPECTOR

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

General Accountability:

Purpose and Scope

Reporting to the Development Engineering & Building Supervisor, the Chief Building Inspector provides leadership and direction to the Building Services staff by planning, assigning, supervising, guiding and reviewing their daily work. The Chief Building Inspector also 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

- Provides leadership and direction to the Building Services staff by planning, assigning, supervising, guiding and reviewing their daily work;
- Evaluates Building Services staff as required, and makes recommendations to the department supervisor regarding staff performance;
- Supervises and 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);
- Liaises with the Fire Department as required;
- Performs site inspections for construction projects, business licenses, signs, illegal suites, and soil deposition and drainage when necessary;
- Supervises the plan checking process and also reviews plans to ensure all required documentation is present, confirms bylaw compliance for zoning, ensures compliance with Building and Plumbing Codes, reviews Health Safety requirements, calculates construction and permit values and completes necessary documentation;
- Responsible for managing building works underway without necessary permits; liaises with property owners and contractors to ensure work is stopped and permit applications are submitted;
- Investigates alleged violations of the zoning, building, business license, sign and other City bylaws including those pertaining to secondary suites, and issues notices and conducts follow up action as required;
- Prepares reports regarding enforcement on non-compliance;
- Promotes and educates the public and building community on related matters through various means of outreach. (e.g. Lunch n' Learns, Forums, Bulletins, Press Releases);
- 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;

- Responds to counter and telephone inquiries regarding bylaws, building codes, inspection requests and requests for assistance in the resolution of problems;
- Maintains accurate progress records of projects and generates reports and correspondence as required;
- Coordinates workloads and priorities within the daily scope of Building Services, ensuring quality assurance/quality control;
- Develops, modifies and drafts policies, procedures and bylaw related to Building Services;
- Ensures up-to-date knowledge for both self and other department building inspectors 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 WorkSafe BC 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.
- Commitment to continuous learning.
- Working knowledge of WorkSafe BC 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 plan, supervise and review the work of others.
- 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:

- Successful completion of Building Officials Association of British Columbia (BOABC) Level III examination.

- Level I Plumbing Inspector certification from the Plumbing Officials Association of British Columbia.
- Supervisory skills training.
- 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:

- BOABC Level III certification.
- Occupational First Aid Level 1.
- Risk Assessment Training.

Experience:

- Minimum of six (6) years' experience as a Building Inspector in a municipal environment within the last seven (7) years.
- Minimum of one (1) year supervisory/leadership experience in the related discipline.
- Experience with a variety of construction types such as wood frame, concrete and steel, structural steel frame and masonry.

Preferred Criteria

- Level II Plumbing Inspector certification from the Plumbing Officials Association of British Columbia.
- Registered Building Official (RBO) certification.
- Significant experience with Part 3 complex buildings.

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: _____