

# The Corporation of the District of Oak Bay

## Job Description



<b>Job Title:</b>	<b>BUILDING OFFICIAL I</b>	<b>JEPE Number:</b>	#1108
<b>Department:</b>	Municipal Hall	<b>Pay Grade:</b>	13 – Schedule A
<b>Area:</b>	Community Building and Planning Services	<b>Position Status:</b>	Regular – Full Time
<b>Location:</b>	Municipal Hall	<b>Position Type:</b>	Union
<b>Supervisor:</b>	Director of Community Building and Planning Services	<b>Last Updated:</b>	November 2005

### Job Purpose:

This is skilled work involving plan reviews and inspections primarily for standard (Building Code Part 9) buildings and structures, along with the application, interpretation and enforcement of building and plumbing codes, regulations and local bylaws pertaining to construction and land development within the municipality.

More complex Building Code or bylaw interpretation issues are discussed with a more senior inspector or the head of the Community Building and Planning Services Department, but an employee in this position works independently in the field and is responsible for making decisions requiring technical discretion and judgement and requiring familiarity with a variety of building and plumbing construction and repair issues.

### Duties and Responsibilities:

- Reviews plans for the construction, erection, alteration and repair of proposed buildings, structures and installations, to determine if drawings conform to B.C. Building and Plumbing Codes and municipal bylaws; requires corrections to be made to ensure conformance.
- Carries out progressive inspections of construction, plumbing, demolition, blasting, alteration and repair work at specified stages to ensure that work underway or completed is in accordance with approved plans and specifications as well as applicable codes and bylaws.
- Enforces codes and bylaws relating to construction, plumbing and land development; in consultation with senior staff, issues Stop Work orders when necessary along with correction orders for work performed in violation of code or bylaw regulations.
- Compiles and maintains inspection reports for municipal records; prepares permits for issuance.
- Provides bylaw and code information to property owners, builders and design professionals.
- Carries out pre-construction inspections of public property which may be affected by work undertaken pursuant to a building permit.
- Assesses the value of proposed construction for the purpose of calculating permit fees.
- Checks municipal and land title records for easements, rights of way, covenants, heritage status, development permits, land use contracts and other restrictions that may affect the development of land.
- Works closely with the Fire Department in the administration of codes and bylaws pertaining to oil burners, solid fuel burning appliances and other fire prevention issues.
- Performs other related duties on own initiative as required or as assigned by the head of the Community Building and Planning Services Department;
- May be assigned to assist with Engineering Department tasks not requiring technical engineering training, such as processing of applications for driveway crossings and sewer/water connections and related customer service and inspection, or data base entry and maintenance in accordance with defined protocols.

<b>Required Knowledge, Abilities &amp; Skills:</b>
<ul style="list-style-type: none"> <li>• Good working knowledge of Building and Plumbing Codes for the Province of British Columbia; ability to apply same relative to plans and in the field.</li> <li>• Good working knowledge of local bylaws relating the development of land including but not limited to zoning, heritage, sign regulation and fence regulation; ability to apply same relative to plans and in the field.</li> <li>• Good working knowledge of all types of building materials and methods, and plumbing systems.</li> <li>• Ability to read and interpret complex plans, specifications and drawings in the context of applicable regulatory schemes.</li> <li>• Ability to deal with the public, contractors, developers, designers and homeowners with professionalism, courtesy, tact, while maintaining independence and objectivity in the application of codes, regulations and bylaws.</li> <li>• Ability to communicate clearly and professionally orally and in writing.</li> <li>• Ability to organize inspection schedules and set priorities between multiple tasks.</li> <li>• Ability to work independently in the field within the bounds of established regulations, policies and procedures.</li> <li>• Basic user level familiarity with standard office computer software packages.</li> </ul>
<b>Qualifications:</b>
<ul style="list-style-type: none"> <li>• High school graduation and Trades Qualification directly related to the work, <i>or</i> Building technology diploma from a recognized college or technical institute, augmented in either case by two years' directly related experience; <u>or</u></li> <li>• High School graduation augmented by at least six years' directly related experience.</li> </ul>
<b>Required Licenses, Certifications and Registrations</b>
<ul style="list-style-type: none"> <li>• Level I building inspection certification issued by the Building Officials Association of British Columbia;</li> <li>• Valid and subsisting British Columbia drivers' license (use of personal vehicle for municipal business may be required).</li> </ul>