



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: BUILDING OFFICIAL I

DEPARTMENT: BUILDING & BYLAW

POSITION TYPE: UNION POSITION

PAY GRADE: PAY GRADE 15

LAST UPDATED: November 2021

NATURE AND SCOPE OF WORK

This position performs skilled work in the inspection of all types of building, building systems, plumbing and the enforcement of the City's Building Bylaw, the B.C. Building Code, and the B.C. Plumbing Code. The incumbent is responsible for examining, reviewing, and processing commercial and residential building plans of moderate complexity relating to new construction, alteration, renovation and repairs, and other applicable permits issued through the Building Inspection Department. Conduct inspections of work in progress at intervals to ensure that it is performed according to code requirements. The incumbent shall order compliance when deficiencies or infractions are discovered. Difficult problems relating to complex building plan, code interpretations and Bylaw infractions are referred to the Manager of Building Inspections and Bylaw Services or more senior Building Officials. The incumbent, however, shall work independently in the field, keep accurate records and is responsible for making decisions requiring technical knowledge, discretion, and judgement. Work is performed under the general supervision of the Manager of Building Inspections and Bylaw Services and is subject to review.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Checks and processes permit applications and support documents for construction, renovation, and repairs to structures for conformance to the applicable code or bylaws.
2. Estimates the value of proposed construction; is responsible for accurate calculations of permit fees and issues Building Permits.
3. Conducts field inspections for conformance to B.C. Building Code, B.C. Plumbing Code, Building Bylaw and approved plans that are issued. Advises owners and contractors of deficiencies or corrections necessary, re-inspects for compliance.
4. Conducts field investigations of alleged building, plumbing and zoning violations and enforces the applicable code or bylaw requirement. Is responsible for contacting property owners, contractors, and the general public in relation to the relevant provisions in the codes or bylaws.
5. Answers questions relating to B.C. Building code, B.C. Plumbing code, and Building Bylaw received

from interested persons and confirms by letter if required.

6. Requests inspections and/or approvals by the Health, Gas or Electrical Inspectors when deemed necessary.
7. Recommends and consults with the Manager of Building Inspections and Bylaw Services or more senior Building Officials when stop work orders are to be posted
8. Recommends and assists in preparation of amendments to Colwood Building Bylaw where applicable to their function.
9. Prepares and submits reports.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Completion of grade 12 certificate or equivalent.
- Experience in a local government building department performing building and plumbing inspection preferred.
- Successful completion of Level 1 BOABC Exams required, Level 2 preferred.
- Level 1 Plumbing preferred.
- Interprovincial Ticket in carpentry or plumbing and/or a Diploma of Building Technology from a recognized educational institution.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Working knowledge of all types of building construction, materials and systems, how and when they apply to codes.
2. Considerable knowledge of the B.C. Building Code, B.C. Plumbing code, and Building Bylaws and other applicable regulations, and ability to apply knowledge on permit sites.
3. Ability to read and interpret plans and layouts accurately, to interpret specifications, systems and other pertinent data of any complexity and to note upgrading required to meet code or bylaw standards.
4. Ability to prepare clear concise reports, records and correspondence.
5. A Working knowledge of solid fuel burning appliance installations, masonry chimneys and fireplaces, and metal fireplaces and chimney systems.

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

- Valid B.C. Driver's License, minimum Class 5.

The above description reflects the general duties considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that are inherent in the job.