



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** BUILDING OFFICIAL III  
**DEPARTMENT:** BUILDING & BYLAW  
**POSITION TYPE:** UNION POSITION  
**PAY GRADE:** PAY GRADE 19  
**LAST UPDATED:** SEPTEMBER 2020

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#### **NATURE AND SCOPE OF WORK**

Under the direction and supervision of the Manager of Building Inspections & Bylaw Services; the incumbent reviews and processes building permit applications, ensuring the design of the proposed construction meets the requirements of applicable codes, bylaws and regulations.

Carries out onsite inspections of all types of buildings for compliance with relevant regulations, takes action as necessary to ensure all deficiencies and/or infractions are corrected.

The position also has responsibilities for assisting in the development review process for proposals that are being dealt with by the Engineering, Planning and Fire departments in the absence of the Manager of Building & Bylaw.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Reviews and processes building and plumbing permit applications. Calculates permit fees, enters pertinent information into the computer system and issues permits.
2. Reviews plans and specifications to ensure that proposed construction projects are designed in compliance with all applicable codes, bylaws, and regulations.
3. Coordinates inspections and inspects buildings at various stages of construction to ensure conformance to approved plans, codes, bylaws and regulations and provides advice to the developers as necessary.
4. Responds to public inquiries regarding building inspection services including technical information, interpretation of codes and bylaws, and inspection calls.
5. Manages project files and refers to other departments and/or regulatory agencies when specialized approvals are required. Coordinates referral returns and ensures developers are notified of deficiencies.
6. Communicates design and construction deficiencies to developers and ensures steps are taken to correct such items.

7. Liaises with City of Colwood departments and building professionals as necessary to ensure compliance with applicable codes, bylaws and regulations.
8. Researches and responds to technical and procedural inquiries from the general public and staff; provides recommendations on bylaws and building regulation interpretations.
9. Maintains accurate manual and electronic records of inspections, deficiencies, and enforcement actions.
10. Prepares correspondence related to active building permit requirements and unauthorized construction activities.
11. Maintains up-to-date knowledge of new developments in building technology and associated regulations and ensures that required certifications are current.
12. Contributes to the accuracy and completeness of the departmental records, files and technical library.
13. Initiates enforcement on non-compliant buildings and structures, and ensures appropriate follow-up and resolution of outstanding issues.
14. May provide orientation training to new or temporary staff.
15. May act in place of the Manager of Building Inspections and Bylaw Services as directed.
16. Performs other related duties as required.

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- Completion of grade 12 certificate or equivalent.
- A minimum of 5 years progressively responsible experience in a local government building department performing building and plumbing inspection.
- Preference will be given to those candidates who have an Interprovincial Ticket in Carpentry or Plumbing and/or a Diploma of Building Technology from a recognized educational institution.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge and experience of the current BC Building, Plumbing and Fire Codes, N.F.P.A. Standards, relevant federal, provincial and municipal statutes, regulations and bylaws.
- Considerable knowledge and experience of: all types of building construction materials and methods together with a good working knowledge of structural, civil, mechanical and electrical engineering.
- Ability to check plans and specifications and inspect ongoing construction of all complexities to ensure compliance with the BC Building, Plumbing and Fire Codes, City Building and Zoning Bylaws and N.F.P.A Standards’.
- Ability to work independently without supervision and able to perform well under pressure.

- The ability to deal with difficult people in a situation where standards or regulations must be adhered to, in an effective and non-confrontational manner.
- Ability to prepare concise reports and correspondence, and to maintain accurate records and files.
- Proficient in the use of a variety of software and applications (e.g., MS Word, Excel, Outlook, CityView, and Tempest) and the ability to operate standard office equipment and mobile devices.
- Express ideas effectively in written and oral form.
- Strong initiative with the ability to pursue the organisation’s objectives with minimum supervision.
- Must be in good health and have sufficient physical strength and agility to perform the required work activities of this position.

#### **REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS**

- Membership in the Building Officials Association of B.C.
- Building Officials Association of B.C Level 3 Certification.
- Plumbing Officials Association of B.C Level 1. (Level 2 Preferred)
- Valid Class 5 B.C Driver’s License; a satisfactory current driver’s abstract required.
- Satisfactory criminal record check.