



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

<u>JOB TITLE:</u>	BUILDING INSPECTOR	<u>SCHEDULE:</u>	B
<u>DIVISION:</u>	BUILDING INSPECTION	<u>PAYGRADE:</u>	B17-B22
<u>DEPARTMENT:</u>	PLANNING & DEVELOPMENT		

JOB SUMMARY:

The Building Inspector is responsible for plan checking, issuance of building / demolition / plumbing / sign / occupancy permits, ongoing enforcement and inspection of residential, commercial, industrial and institutional developments to ensure substantial compliance with the BC Building Code (BCBC), provincial and federal regulations and City bylaws. The incumbent is also responsible for providing advice on a wide variety of construction matters. The Inspector may progress to a higher level Building Inspector position as the requisite certification and experience is obtained. The work is similar at all levels but as incumbents achieve higher levels of BOABC certification, the work becomes increasingly complex and increased independent judgement and complex problem solving are required. Performs related duties.

MAJOR RESPONSIBILITIES:

Under general supervision of the Supervisor:

BUILDING INSPECTOR 1: (B17)

Provides efficient service and professional expertise on Building Inspection to customers and the community by:

- inspecting proposed building sites to observe any conditions that may require investigation prior to issuance of permit, including inspection to ensure lot grading and building elevations are consistent with the overall subdivision drainage plan;
- reviewing building / demolition / plumbing / sign permit applications, plans and specifications as required;
- plan checking, issuance of building / demolition / plumbing / occupancy permits, ongoing enforcement and inspection of all buildings regulated by the BCBC Part 9 (one and two-family buildings);
- plan checking, issuance of sign permits, ongoing enforcement and inspection of all signs to ensure compliance with the BCBC and City bylaws;
- policing an assigned area of the City to watch for illegal building, demolition, plumbing and signs;
- discussing construction issues with owners and contractors and offering advice concerning desirable outcomes;

- issuing warning letters, notices and orders in the enforcement of City bylaws;
- obtaining evidence and presenting it in court when violators are prosecuted;
- maintaining records of inspections carried out, enforcement actions taken and permits issued;
- assisting higher level Building Inspectors as directed;
- abiding by the BOABC Code of Ethics at all times; and
- performing other related duties as required and assisting with the workload of the Division.

Performs physical activities such as:

- walking, standing and sitting for extended periods of time; and
- working outside in all weather conditions.

QUALIFICATIONS:

Education: Journeyman's Ticket or Trade Qualification in carpentry OR completion of a recognized technical school diploma program in building or construction technology. BOABC Certification Level I.

Experience: A minimum of three years of experience working knowledge and enforcement of the BC Building Code, building, zoning, sign and business license bylaws.

MUST OBTAIN: BOABC Certification Level II within 24 months of appointment.

Knowledge & Skills: As listed at end of document.

BUILDING INSPECTOR 2: (B19)

The responsibilities of a Building Inspector 2 are the same as Building Inspector 1 with the following additional responsibilities:

- plan checking, issuance of building / demolition / plumbing / occupancy permits, ongoing enforcement and inspection of all buildings regulated by the BCBC Part 9 (including small commercial buildings); and
- assisting in the training and professional development of lower level Building Inspectors.

Education: Journeyman's Ticket or Trade Qualification in carpentry OR completion of a recognized technical school diploma program in building or construction technology. BOABC Certification Level II.

Experience: A minimum of five years of experience working knowledge and enforcement of the BC Building Code, building, zoning, sign and business license bylaws.

MUST OBTAIN: BOABC Certification Level III within 36 months of appointment.

Knowledge & Skills: As listed at end of document.

BUILDING INSPECTOR 3: (B22)

The responsibilities of Building Inspector 3 are the same as Building Inspector 1 and 2 with the following additional responsibilities:

- plan checking, issuance of building / demolition / plumbing / occupancy permits, ongoing enforcement and inspection of all buildings regulated by the BCBC Part 3; and
- assisting in the training and professional development of lower level Building Inspectors.

Education: Journeyman's Ticket or Trade Qualification in carpentry OR completion of a recognized technical school diploma program in building or construction technology. BOABC Certification Level III.

Experience: A minimum of seven years of experience working knowledge and enforcement of the BC Building Code, building, zoning, sign and business license bylaws.

Knowledge & Skills: As listed at end of document.

Knowledge & Skills (all levels): Considerable knowledge of the BC Building Code, provincial and federal regulations and City bylaws concerning development, construction, alteration and repair of buildings and structures. Considerable knowledge of building, zoning, sign and business license bylaws including how they relate to each other and the BC Building Code. Ability to read and understand technical reports and specifications. Strong problem-solving, de-escalation, conflict resolution, enforcement and investigative skills. Exceptional ability to self-motivate and to function with minimum direction and supervision. Ability to establish and maintain positive and respectful working relationships with members of the public, contractors, government agencies, regulatory agencies and other City staff. Ability to exercise sound technical judgement in gaining compliance. Ability to deal courteously, respectfully, tactfully and diplomatically with members of the general public as well as internal and external customers. Excellent written and verbal communication skills. Demonstrated technical writing skills. Demonstrated commitment to customer service. Ability to work within, and contribute to, a collaborative team environment. Physical ability to undertake frequent site inspections including crawling through attics and crawlspaces, climbing ladders, and working in inclement weather. Knowledge and sufficient skill with computer applications pertaining to the work. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license:	Yes - Valid BC driver's license, full privilege Class 5.
Vehicle Usage:	Yes - As per Transportation Program.
Police Information Check:	Yes - As a condition of employment, the incumbent must be able to obtain and maintain a clear Police Information Check for offenses related to the position.
Baseline Hearing Test:	Yes

Prepared by:	Bennett / Bourret
Date prepared:	July 2015
Revised by:	
Date revised:	