



### **Building Inspector**

<b>POSITION TITLE:</b>	Building Inspector
<b>REPORTS TO:</b>	Director of Development, Engineering and Operations
<b>REVISION DATE:</b>	November 2015
<b>WAGE BAND:</b>	CUPE Local 812 Wage Band 315-340
<b>STATUS:</b>	Permanent Full Time

### **Position Summary**

The Building Inspector is responsible for providing technical support for a variety of functions and duties related to Safety Codes Building Discipline within the Municipality for the Development & Infrastructure Department. This position is also responsible to assist with infrastructure maintenance and construction projects and activities.

### **Key Duties and Responsibilities**

1. Conducts the functions of Building Safety Codes Officer as per the Municipality's approved Quality Management Plan including the inspection and reporting requirements on all new buildings and renovations to ensure compliance with Provincial and Municipal standards and regulations.
2. Conducts Fire Inspections according to the Quality Management Plan as needed by the Manager of Protective Services.
3. Follows the necessary enforcement steps for all issues in order to comply with the Safety Codes Building Discipline including site inspections, violation review, and follow-up communication.
4. Enters and maintains all required records relating to building permits.
5. Participates in the development and revision of statutory documents, plans, bylaws, policies, and agreements relative to planning and development to ensure the Municipality is meeting its current needs regarding planning, development and permitting.
6. Coordinates with the Development Officer in development processes including the examination of drawings and specifications to ensure compliance with the code.
7. Act as liaison with in-house and contracted Safety Codes Officers in the disciplines of Building, Fire, Plumbing, Gas, Electrical, and PSDS along with the Community Peace Officer and any other provincial agencies and authorities as required.
8. Coordinates with various other Municipal departments.
9. Coordinates and supervises work carried out by contractors as required.

## **Job Description – Building Inspector**

10. Undertakes repair and maintenance functions including required preventative maintenance on Municipal-owned infrastructure.
11. Completes research for Building Code inquiries requiring detailed information to respond with findings and prepare follow-up response and report to the Director of Development, Engineering, & Operations.
12. Assists with budget preparation for the Development & Infrastructure Department as required by the Director of Development, Engineering, & Operations.
13. Interprets departmental budget and develops and implements the approved work therein.
14. Provides other duties as assigned by the Director of Development, Engineering, & Operations.

### **Knowledge, Abilities and Skills**

- Must possess knowledge and ability to interpret building related bylaws, codes, standards and regulations.
- Working knowledge of map reading & navigating throughout the Municipality.
- Must have a thorough knowledge of building materials and methods of construction, and industry tools while also having a working knowledge of plumbing and mechanical systems.
- Demonstrated ability to read building plans and specifications and preparation of legible, concise and accurate reports, correspondence and sketches.
- Ability to operate assigned equipment in a safe and efficient manner.
- Excellent interpersonal and communication skills, both written and oral, to interact with public, staff, Council, and external agencies.
- Excellent conception and analytical skills, with strong facilitation and influencing skills.
- Familiarity with local government and budgets.
- Must be able to maintain confidentiality.
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) and the Safety Codes electronic Safety Information Tracking Environment system.
- Ability to work independently with minimal supervision and within a team environment and to adapt to a demanding and dynamic work environment.
- Ability to interpret, implement, and adhere to organizational policies and procedures.
- Ability to perform duties listed above to a high degree of quality, timeliness and precision.

### **Education and Experience**

This position requires the following minimum qualifications:

- A high school diploma supplemented with Certified Journeyman status in Carpentry and ability to achieve Safety Codes Officer certification in Building Group A, Level 2 & Group B, Level 2 and Fire Group B, Level 1.
- Must possess a valid Class 5 driver's license.
- A minimum of five years of in-field construction experience.

**Independence and Scope of Impact**

The work is mostly unsupervised. The incumbent solves work problems either by applying experience on the job or referring to the applicable trade codes or other regulations. A supervisor shall be consulted for all purchases required. The work impacts the safety of the incumbent and others. The work also impacts citizens, contractors, and builders when inspection work is being done. All affected parties shall be notified in advance as required.

**Contacts**

Internal – Regular contacts are maintained with employees to share information regarding ongoing developments and building repairs or installations. The incumbent will occasionally explain and interpret legislation and regulations related to the trade.

External – Regular contacts are maintained with the public, involving the exchange of information with respect to inspections. Contacts during inspections require the incumbent to interpret and enforce the building code. Regular contact is maintained with suppliers when ordering parts, tools, supplies or related items.

**Supervision Given**

The position involves giving of regular advice or direction to others without supervisory authority on building codes and carpentry matters. There may be a requirement to supervise crews when performing work in the field.

**Working Conditions**

The work is performed in both inside and outdoor environments. The incumbent is required to regularly lift objects up to 5kgs and occasionally over 15kgs. The nature of the work demands that the incumbent be able to perform repairs in all types of weather conditions and involves regular exposure to dust, dirt, heat, cold and noxious odors.