



## JOB DESCRIPTION

### Building Inspector III

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<b>Department</b>	Development Services
<b>Hours of Work</b>	40 hours per week
<b>Rate of Pay</b>	\$45.00 - \$55.00 after probation

#### **POSITION SUMMARY:**

The Building Inspector III completes plan checks to ensure compliance with B.C. Building Code, Zoning Bylaws, the Official Community Plan and other relevant acts, bylaws and codes. They are also responsible for performing building and plumbing inspections, issuing permits, and liaising with other regulatory agencies regarding buildings and properties within the City limits.

#### **KEY DUTIES PERFORMED:**

1. Completes plan checks to ensure compliance with B.C. Building Code, zoning Bylaws, the Official Community Plan and other relevant acts, bylaws and codes.
2. Lists non-conforming items on plans and discusses with principles the possibility of plan revision to meet standards.
3. Issues Permits for building, plumbing, signage, demolitions, occupancy, and other permitting that may be required.
4. Performs building and plumbing inspections at the intervals required in the Building Bylaw and completes inspection reports.
5. Identifies, inspects and monitors buildings for potential demolition and prepares reports regarding the same for the Development Services Manager.
6. Liaises with other regulatory agencies, i.e. Fire Department, Public Health, utility companies, provincial agencies, etc. regarding buildings and properties within the City limits.
7. Responds to inquiries from the public relating to construction and property information.
8. Submits oral and written reports on activities as required and keeps necessary building files and records.
9. Works with customers to gain compliance of Building Regulation Bylaw, Zoning Bylaw, Business License Bylaw, Sign Regulation Bylaw, Cross Connection Program and Process Bylaw, Manufactured Home Park Bylaw, Property Maintenance Bylaw, Development Cost Charges Bylaw, and Soil Regulation Bylaw.

#### **REQUIRED KNOWLEDGE, ABILITIES & SKILLS:**

1. Completion of Grade 12 or combination of relevant education and experience.
2. Successful completion of the BOABC Building Regulatory System Course and BOABC Building Official Level 3 exams.
3. Successful completion of BOABC Level 1 Plumbing Exam.

4. Successful completion of a criminal record check.
5. Basic working knowledge of operations of computers relating to inspection software program, word processing and internet use.
6. A valid Class 5 Driver's License.
7. The ability to complete duties in a safe manner following established Facility Procedures, Occupational Health and Safety rules, Violence in the Workplace policies and WorkSafe BC regulations, i.e. WHMIS, T.D.G.
8. Successful completion of a criminal record check.
9. Must be bondable.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:**

1. Completion of Diploma Program in Building Sciences.
2. Journeyman Ticket in carpentry or plumbing.
3. Knowledge of BC Fire Code.
4. Bylaw Enforcement Level 1 course through Justice Institute of BC.

**NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.**