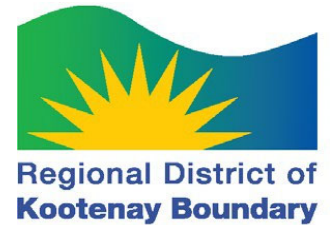


# JOB DESCRIPTION

## Building and Plumbing Official – Level 1



<b>DEPARTMENT:</b>	<i>Building Inspection Services</i>
<b>PRIMARY LOCATION:</b>	<i>Grand Forks Administrative Building</i>
<b>REPORTS TO:</b>	<i>Manager of Building Inspection Services</i>
<b>EMPLOYEE GROUP:</b>	CUPE

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### JOB OVERVIEW

Reporting to the Manager of Building Inspection Services, this position is responsible for providing a limited range of building and plumbing inspection services. Duties include conducting plan reviews and field inspections of simple buildings in compliance with the applicable building and plumbing codes and relevant regulations. The incumbent is responsible for processing building permit applications, assisting with routine administration of departmental matters, bylaw enforcement and provides technical information to contractors, registered professionals and the general public.

Building Officials will be required to travel within all areas of the region. Building Officials in the Grand Forks office typically work and travel throughout Electoral Areas 'C'/ Christina Lake, Area 'D'/Rural Grand Forks and Area 'E'/West Boundary-Big White.

### RESPONSIBILITIES

- Administration and enforcement of building and zoning bylaws, building and plumbing codes and other applicable enactments respecting safety within the Regional District of Kootenay Boundary and municipalities under contract
- Receive and reply to telephone inquiries, written correspondence and other interdepartmental related queries, in a respectful, professional and tactful manner
- Re-direct other inquiries to the appropriate department or government agencies
- Review building permit applications and supporting documentation at the counter with the applicant to ensure that the minimum level of documentation has been received prior to accepting and processing the building permit application
- Review building plans and specifications for compliance with applicable building and plumbing codes, building and zoning bylaws, and other regulations, including certificates of title identifying statutory right of ways, easements, restrictive covenants and other associated restrictions that may limit construction
- Conduct onsite inspections for "Simple - Part 9 Buildings, including inspections for alterations, renovations and repairs to buildings and structures during the construction process to ensure compliance with relevant bylaws, codes, standards and other applicable regulations
- Communicate effectively with all contractors, owners and others when deficiencies or infractions have been discovered and require corrective action while conducting inspections

- Monitor illegal construction, applicable bylaw infractions and take appropriate action to rectify
- Issue “Stop Work Orders” and post “Do Not Occupy Notices” onsite as and when required
- Interpret building and zoning bylaws, building codes and other regulations during the building permit review process and while assisting the general public
- Other duties as assigned

## **SELECTION CRITERIA**

- Level I Building Qualifications from the Building Officials Association of British Columbia
- Level I Plumbing Qualifications from the Building Officials Association of British Columbia
- Interprovincial Trades qualification in Carpentry or Plumbing
- Persons with a level of education, training and experience equivalent to an ASTTBC technical degree or diploma in a related discipline such as engineering, civil or building technology may also be considered qualified for this position
- 2 or more years’ experience working in a local government setting is preferred
- High school graduation or equivalent
- Valid BC Driver’s License – Class 5
- Satisfactory Criminal Record Check

The required knowledge, skills and abilities for this position include:

- Knowledge of building construction methods and materials
- Excellent verbal and written communication skill
- Computer skills, including the ability to learn and become adept in new computer programs
- Professional written and oral communication skills
- Demonstrated ability to act with tact and diplomacy while working with the public and coworkers
- Physical ability sufficient to perform the job tasks