	Title: Building Official II – Plan Reviewer/Inspector	<i>Date:</i> June 2021
	<i>Department:</i> Development Services	
	<i>Classification:</i> Inside	<i>Pay Grade:</i>
	<i>Date Signed Off by the Union:</i>	

Nature and Scope of Work

This is regulatory, inspectional and enforcement work of a technical nature involving the review, processing and issuance of building permit applications and inspection of building permits in accordance with Part 9 of the B.C. Building Code, ensuring compliance with applicable building codes, acts, bylaws, standards and regulations. The position also provides technical information and assistance to property owners, contractors, engineers, architects and other municipal staff on matters related to the work. Considerable independence of judgement and action is exercised in the technical aspects of the work while unusual problems or policy matters are discussed with a superior who reviews work in terms of the effectiveness of services rendered and conformance to established practices and standards.

Illustrative Examples of Work

Plan review, examines, inspects building, plumbing and sprinkler permit applications in accordance with Part 9 of the B.C. Building Code; ensures compliance with applicable codes, acts, and the City’s building and zoning bylaws, standards and regulations.

Inspects residential, commercial, and industrial structures at various stages of construction, repair or alteration to ensure compliance with applicable codes, acts, bylaws, standards and regulations; approves or rejects work inspected and enforces changes and corrections as required; issues stop work orders as necessary.

Responds to general email, telephone and counter inquiries related to complaints, application submissions and permit status.

Carries out Business Licence Inspections.

Provides technical advice to customers, the public and Professionals on the interpretation of the B.C. Building Code, construction methods and bylaws.

Inspects buildings for change of occupancy, sign applications and business license applications; enforces the related department bylaws.

Inspects fire damaged structures to assess the extent of damage and feasibility of repair.

Plan review and inspection of sprinkler systems and Level 1 plumbing systems in accordance with NFPA standards and the B.C. Building Code.

Discusses construction, alteration and repair requirements with contractors, engineers, architects, developers, builders, home owners and the public; interprets requirements; advises of required changes or corrections.

Prepares and maintains records, reports and correspondence relative to the work; investigates and reports on illegal or unsafe building practices or operations; prepares and presents evidence in court as required.

Investigates complaints and enforces the City's Building Bylaw requirements; reports on illegal or unsafe building practices or operations; attends court when required.

Provides technical advice to customers, the public and Professionals on the interpretation of the B.C. Building Code, construction methods and City Bylaws.

Liaises with Architects and Engineers on proposed developments for building permit submissions.

Liaises with external agencies such as Fraser Health, Liquor Branch, B.C. Assessment, Residential Tenancy Branch and Technical Safety B.C. as required.

Performs related work as required.

Required Knowledge, Abilities and Skills

Thorough knowledge of construction practices, methods, materials, tools and equipment used in building construction.

Thorough knowledge of Part 9 of the B.C. Building Code, related bylaws, acts, standards and regulations related to the building trade.

Considerable knowledge of the policies and procedures governing the work performed.

Skills required to understand and apply the fundamental code concepts to building design and construction of building.

Ability to interpret and apply the B.C. Building Code, bylaws, and regulations and to effectively explain same to a variety of internal and external contacts.

Ability to read and interpret plans, specifications and related material, recognize technical requirements and suggest changes and corrections as required.

Ability to deal effectively with owners, contractors, tradesmen, engineers, architects and others and to use sound judgement in tactfully and firmly enforcing regulations, bylaws and ordinances.

Ability to establish and maintain effective relationships with Professionals, owners, contractors, tradespersons and other staff.

Ability to provide clear, concise interpretation of the B.C. Building Code to external customers.

Ability to recognize faulty or sub-standard construction and to identify required changes and corrections.

Ability to enforce regulations with firmness and tact.

Ability to work independently and to assume responsibility for technical decisions.

Ability to prepare and present evidence in court as required, to prepare reports and correspondence and to maintain records related to the work.

Ability to establish priorities and meet deadlines.

Ability to write clear, concise letters and reports.

Desirable Training and Experience

Completion of a diploma in Building Technology from a recognized post-secondary institution, plus considerable related field and municipal experience; or an equivalent combination of training and experience.


Required Licences, Certificates and Registrations

BOABC Level 2 Qualification.

POABC Level 1 Qualification.

Registration as a Building Official.

Driver's Licence for the Province of British Columbia.

	Title: Building Official III – Plan Reviewer/Inspector	<i>Date:</i> January 2022
	<i>Department:</i> Development Services	
	<i>Classification:</i> Inside	<i>Pay Grade:</i> 29
	<i>Date Signed Off by the Union:</i>	

Nature and Scope of Work

This is regulatory, inspectional and enforcement work of a technical nature involving the monitoring and inspection of all types of building construction, repair or alteration projects that are more complex and the examination of plans in accordance with Part 3 of the B.C. Building Code, ensuring compliance with applicable building codes, acts, bylaws, standards and regulations. The position also provides technical information and assistance to property owners, contractors, engineers, architects and other municipal staff on matters related to the work. Considerable independence of judgement and action is exercised in the technical aspects of the work while unusual problems or policy matters are discussed with a superior who reviews work in terms of the effectiveness of services rendered and conformance to established practices and standards.

Illustrative Examples of Work

Plan reviews, examines, inspects all types of building, plumbing and sprinkler permit applications in accordance with Part 3 and Part 9 of the B.C. Building Code; ensures compliance with applicable codes, acts, and the City’s building and zoning bylaws, standards and regulations.

Plan review and inspection of sprinkler systems and Level 1 plumbing systems in accordance with NFPA standards and the B.C. Building Code.

Inspects residential, commercial, industrial, and institutional structures at various stages of construction, repair or alteration to ensure compliance with applicable codes, acts, bylaws, standards and regulations; approves or rejects work inspected and enforces changes and corrections as required; issues stop work orders and attends court when required.

Inspects buildings for change of occupancy, sign applications and business license applications; enforces the related department bylaws.

Inspects fire damaged structures to assess the extent of damage and feasibility of repair.

Carries out Business Licence Inspections.

Discusses construction, alteration and repair requirements with contractors, engineers, architects, developers, builders, home owners and the public; interprets requirements; advises of required changes or corrections and ensures that these are carried out; liaises with other internal and external inspectional services as required.

Prepares and maintains records, reports and correspondence relative to the work; investigates and reports on illegal or unsafe building practices or operations; prepares and presents evidence in court as required.

Responds to general email, telephone and counter inquiries related to complaints, application submissions and permit status.

Provides technical advice to customers, the public, internal staff, and Professionals on the interpretation of the B.C. Building Code, construction methods and bylaws.

Liaises with owners, developers, builders, architects and engineers regarding proposed developments for building permit submission or construction methods.

Liaises with external agencies such as Fraser Health, Liquor Branch, B.C. Assessment, Residential Tenancy Branch and Technical Safety B.C. as required.

Performs related work as required.

Required Knowledge, Abilities and Skills

Thorough knowledge of construction practices, methods, materials, tools and equipment used in building construction.

Thorough knowledge of Part 3 and Part 9 of the B.C. Building Code, related bylaws, acts, standards and regulations related to the building trade.

Considerable knowledge of the policies and procedures governing the work performed.

Considerable knowledge of the fundamental code concepts to building design and construction of building and the application of the same.

Ability to interpret and apply the B.C. Building Code, bylaws, and regulations and to effectively explain same to a variety of internal and external contacts.

Ability to read and interpret plans, specifications and related material, recognize technical requirements and suggest changes and corrections as required.

Ability to deal effectively with owners, contractors, tradesmen, engineers, architects and others and to use considerable judgement in tactfully and firmly enforcing regulations, bylaws and ordinances.

Ability to establish and maintain effective relationships with Professionals, owners, contractors, tradespersons and other staff.

Ability to provide clear, concise interpretation of the B.C. Building Code to external customers.

Ability to recognize faulty or sub-standard construction and to identify required changes and corrections.

Ability to enforce regulations with firmness and tact.

Ability to work independently and to assume responsibility for technical decisions.

Ability to prepare and present evidence in court as required, to prepare reports and correspondence and to maintain records related to the work.

Ability to establish priorities and meet deadlines.

Ability to write clear, concise letters and reports.

Desirable Training and Experience

Completion of a diploma in Building Technology from a recognized post-secondary institution, plus considerable related field and municipal experience; or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations

BOABC Level 3 Qualification.

POABC Level 1 Qualification.

Registration as a Building Official.

Driver's Licence for the Province of British Columbia.