

	Title: Building Official I – 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 technical, regulatory and inspection work in the review of building plans and permit applications relating to one and two family dwellings regulated under Part 9 of the B.C. Building Code, and applicable bylaws. The position provides customer service on a wide variety of topics in the construction and development industry, discusses plans, proposed projects and non-conformance issues with applicants and others as required, clarifies problem areas, interprets and explains Codes, bylaws and regulations and makes recommendations for revised plans and coordinates the processing of building permit applications through City departments. The position exercises considerable independent judgment in the technical aspects of the work within delegated areas of responsibility and in resolving day-to-day problems. Complex or controversial problems and interpretations are discussed with a superior and work performance is evaluated by a superior on the basis of the quality and consistency of the service provided.

Illustrative Examples of Work

Examines and checks plans and permit applications relating to one and two family dwellings for compliance with the B.C. Building Code and applicable bylaws and City regulations.

Provides customer service on a wide variety of topics in the construction and development industry; discusses plans, proposed projects and non-conformance issues with applicants, architects, contractors and building inspectors as required; clarifies problem areas; interprets and explains pertinent sections of the B.C. Building Code and City regulations and bylaws; makes suggestions and discusses possibilities of revising plans to conform to same.

Coordinates the processing of building permit applications through relevant City departments to ensure that the necessary approvals and recommendations are obtained in a timely fashion and liaises with relevant departments to facilitate the process.

Liaises with contractors, City inspection staff and other internal departments, during the plan review stage regarding Code interpretations.

Monitors revisions to approved plans; assists an Inspector on a project site as required.

Prepares and maintains correspondence, files, records and reports related to the work in accordance with the City's records management protocol.

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

Prepares Board of Variance reports and attends meetings.

Carries out field inspections, when time permits for compliance with the B.C. Building Code and applicable bylaws and City regulations.

Reviews and approves sign applications.

Performs related work as required.

Required Knowledge, Abilities and Skills

Considerable knowledge of the applicable sections of the B.C. Building Code and applicable bylaws, acts, standards, regulations and related departmental policies and procedures.

Sound knowledge of building construction methods, materials and techniques.

Sound knowledge of the preparation and use of plans and specifications related to building construction and of structural design.

Ability to read drawings, understand related data, and to suggest corrections and changes where required.

Ability to prepare and maintain letters, files, records and reports related to the work, present evidence in court as required and perform related clerical tasks.

Ability to interpret and apply the B.C. Building Code, bylaws, regulations and departmental policies and provide clear, concise interpretation of the B.C. Building Code effectively to a variety of internal and external contacts and customers.

Ability to liaise with relevant City departments and coordinate the processing of applications ensuring timely completion.

Ability to establish and maintain effective working relationships with a wide variety of staff, owners, builders, contractors, tradespersons, Professionals and the general public.

Ability to liaise with City Inspection staff and contractors during building construction regarding Code interpretation and enforce regulations.

Ability to monitor revisions to approved plans.

Ability to inspect a project site as required.

Ability to establish priorities and meet deadlines.

Ability to deliver customer service on a wide range of issues related to the construction and development industry.

Desirable Training and Experience

Completion of Grade 12, supplemented by a Certificate in Building Technology from a recognized Institute of Technology, plus some related experience; or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations

BOABC Level 1 Qualification.

Registration as a Building Official.

Driver's Licence for Province of British Columbia.