	<b>Title: Building Official I – Plan Reviewer/Inspector</b>	<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.

	<b>Title: Building Official II – Plan Reviewer/Inspector</b>	<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.

	<b>Title: Building Official III – Plan Reviewer/Inspector</b>	<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.