

CAREER OPPORTUNITY

Building Inspector / Bylaw Enforcement Officer



Title: Building Inspector / Bylaw Enforcement Officer

Pay Class: Salary

Day of Work: Monday to Friday

Hours of Work: 37.5 hours / week - 8:00 am – 4:00 pm

Position Overview:

- While a qualified Building Official III is preferred, those with Building I or II qualifications may be considered.
 - While a qualified Bylaw Enforcement and Investigation Skills Level 1 Certification would be preferred, training towards certification would be considered.
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- Performs highly skilled technical inspections and regulatory work of a complex nature under limited supervision.
 - Work involves assisting peers and ensuring compliance with the British Columbia Building Code, British Columbia Plumbing Code, and Municipal Bylaws.
 - The work also involves plan checking, issuing permits, approving and rejecting work inspected, answering technical questions and inquiries, preparing correspondence and inspection reports, responding to complaints and advising building tradesmen on procedures and techniques.
 - The job also requires both indoor and outdoor work and a good working relationship with the Planning and Development staff.
 - The incumbent is responsible for exercising considerable independence of judgement in evaluating situations and comfortably with code, standards, regulations and bylaws; protecting the safety of others; and exercising courtesy, tact, diplomacy, and persuasion in frequent contact with members of the public and officials of other agencies and companies.
 - Bylaw enforcement duties.
 - Following up on Business Licence Compliance
 - Municipal building maintenance reviews and inspections / Insurance reviews.
 - Perform other duties as required.

Responsibilities:

- Carries out field inspections on new building construction, conversions, alterations to ensure compliance with the City Building and Zoning Bylaws, codes and associated documents.
- Examines and checks a variety of plans and specifications prior to permit issuance and approvals or rejects same as required.
- Discusses construction, alteration and repair requirements with contractors, engineers, architects, fire officials, health officials, gas and electrical inspectors, tradesmen and owners.
- Issuance of Stop Work Orders when required, and authorize occupancy after final inspections.
- Inspects buildings for illegal or unsafe conditions, demolition, change of occupancy, rezoning, fire damage and business licence applications.
- Prepare reports and correspondence, handle telephone and counter enquiries, and maintain work records.
- Work with other Managers on projects as required.
- Work with Engineers and the Fire Chief on plans and construction projects
- Assessment and evaluation of municipal buildings.
- Review insurance policies on Municipal buildings and structures.
- Enforce municipal bylaws as required / Report writing.
- Proof & prepare bylaws.
- The ability to manage and supervise a part time Bylaw Enforcement Officer / or Building Inspector.
- Perform other duties as required.

Requirements:

REQUIRED SKILLS ABILITIES AND KNOWLEDGE

- Thorough knowledge of the British Columbia Building Code, British Columbia Plumbing Code and municipal bylaws, standards, and regulation related to building construction.
- Ability to read and interpret plans and specifications and related materials recognizing technical requirements.
- Thorough knowledge of methods, practices, materials and procedures used in construction.
- Ability to prepare clear and concise reports, perform minor clerical duties and prepares and presents evidence in Court as required.
- Ability to deal tactfully, courteously and diplomatically with contractors, tradesmen, architects and other enforcement regulators.
- Ability to communicate effectively orally and in writing.
- Ability to prepare clear and concise bylaw reports and correspondence, perform minor clerical duties and prepares and presents evidence in Court as required as it pertains to bylaws.
- Ability to deal tactfully, courteously and diplomatically with residents, home owners, customers and other enforcement regulators. (RCMP)

PREFERRED TRAINING, EXPERIENCE, MEMBERSHIPS, ETC.

- Previous experience as a commercial building inspector or equivalent trade experience.
- Computer skills in word and excel and some knowledge of autocad.
- Some background knowledge in bylaw enforcement or equivalent training

REQUIRED LICENCES, CERTIFICATES, ETC.

- Completion of senior secondary school or its equivalent.
- BC Trade Qualification or Inter-provincial carpentry or plumbing certificate /or graduation from a recognized technology course.
- Level III / Level II / Level I certification of the building Official's Association of BC.
- Bylaw Enforcement and Investigation Skills Level 1 Certification / or equivalent training.
- Valid BC Drivers Licence – Class 5.
- Drivers abstract.

Department: Building Inspection & Bylaw Services

Position Type: Training period and Start Date to be determined by the applicant's qualifications and is negotiable.

Reports to: Corporate Officer

Annual Salary: \$62,400.00 to \$81,900.00 depending on qualifications.

Please submit resume via email to jobs@grandforks.ca

with a subject line **Building Inspection / Bylaw Enforcement Officer**

or by mail or delivered personally to: City of Grand Forks

7217 4th Street

Grand Forks, B.C.

V0H 1H0

on or before May 17, 2016 at 3:00 P.M.

Only the applicants selected for an interview will be contacted. It is the applicant's responsibility to ensure timely delivery of your resumes prior to the deadline.

Thank You for your interest.