



THE CORPORATION OF THE CITY OF GRAND FORKS JOB DESCRIPTION

POSITION: Building Official / Bylaw Enforcement Officer (CUPE – Inside Work)

DEPARTMENT: Building Inspection and Bylaw Enforcement Services

HOURLY RATE: \$37.52 (7.5 hours per day / 37.5 hours per week)

TERM: Three (3) months

ORGANIZATIONAL RELATIONSHIPS:

- **Reports to:** Manager of Development & Planning Services
- **Takes direction from:** Senior Management Team

SUMMARY:

Under the general direction of the Manager of Development & Planning Services, this position is responsible for undertaking skilled technical work relating to the application and enforcement of the BC Building and Plumbing Codes and is responsible for enforcing various municipal bylaws. The focus of the role is primarily on building inspection services with bylaw enforcement being a secondary role.

DUTIES AND RESPONSIBILITIES:

The following list of duties and responsibilities are representative but not all inclusive of the Building Official / Bylaw Enforcement Officer position:

Building Inspection Services:

- Interpret Building Codes and related bylaw issues with the public; including owners, trades people and Registered Professionals.
- Review Building Permit Applications for compliance with Building Codes, related bylaws, standards and regulations;
- Organize daily inspections for most efficient and accommodating route to satisfy both customer timing and inspector efficiency;
- Review plans and conduct building inspections as per BOABC Level I certification (single family residences and secondary suites) in accordance with building bylaw requirements by making decisions about compliance with Building Codes and related bylaws;
- Direct changes to construction that do not meet standards
- Communicate inspection decisions with building owners, Registered Professionals and trades people as needed;
- Attend public related complaints and implement required resolutions;
- Monitor inspection areas for building activity;
- Enforce compliance with relevant codes, bylaws, standards and regulations related to construction;



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Bylaw Enforcement Services:

- Investigate complaints received from the public and other sources to determine compliance with bylaws;
- Direct property owners and others to comply with bylaws;
- Issue Municipal Ticket Information fines;
- Enforce orders to achieve compliance with various bylaws;
- Administer contract services for work to effect compliance;
- Assist with administering the Business License Bylaw;

General:

- Document and maintain accurate records of inspection decisions and records relevant to the enforcement of the various bylaws.
- Collaborate with other Building Inspectors in delivering inspection services and Bylaw Enforcement Officer in delivering bylaw and licensing services;
- Carry out the duties of the position in accordance with established safe work procedures as required by Occupational Health and Safety Regulation.
- Performs other duties as assigned

QUALIFICATIONS:

Building Inspection Services:

- Building Officials Association of B.C. Level I and Plumbing Officials Association of B.C.; or equivalent combination of education and experience;
- Journeyman Level Certification in one or more acceptable construction trade or Civil and Structural Engineering Diploma or equivalent;
- Minimum of 1-year experience in a related position;
- Understanding of construction practices;
- Ability to comprehend technical and legal regulations;
- Experience and skill in plan reviews and an ability to read and interpret plans, specifications and other related documents;

Bylaw Enforcement Services:

- Grade 12 education; plus, completion of B.C. Level I, Bylaw Enforcement I Enforcement Certificate, or equivalent combination of education and experience;
- Minimum of 2 years' experience as either a Bylaw or Peace Officer
- Ability to correctly read and interpret municipal law and regulation
- Necessary knowledge of provincial and federal legislation in relation to bylaw enforcement;

General:

- Grade 12 education;
- Knowledge of the City's regulations, policies, procedures, and all bylaws, codes and regulations
- Excellent communication (verbal and written) listening and interpersonal skills;



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- Ability to respond and react to sensitive/conflict situations appropriately.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, Excel) and the ability to uses computerized databases;
- Valid Class 5 B.C. Drivers License
- Clean Criminal Records Information – RCMP Enhance Security Check

The incumbent is expected to work outside the regular hours and is subject to shift changes in accordance with Article 10.02 and Letter of Understanding # 5.