

## SUNSHINE COAST REGIONAL DISTRICT

## JOB DESCRIPTION

### BUILDING OFFICIAL I

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<b>EXEMPT:</b>	No	<b>DIVISION:</b>	Building Services
<b>SALARY LEVEL:</b>	Grid 1, Band 15	<b>DEPARTMENT:</b>	Planning and Development Serv
<b>LOCATION:</b>	Field Road	<b>SUPERVISOR:</b>	Chief Building Official
<b>APPROVED BY:</b>	Chief Building Official	<b>DATE:</b>	August 2023
<b>Replaces:</b>	Building Official I	<b>Date:</b>	Nov 2020

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**SUMMARY:** Under the general direction of the Chief Building Official (CBO), the Building Official I will inspect all types of construction to ensure building and plumbing codes and other related bylaws are substantially observed; to advise clients on building related matters.

**KEY RESPONSIBILITIES** *include the following:*

1. To conduct site inspections to ensure all buildings substantially meet minimum code and other relevant bylaw requirements.
2. To ensure all plumbing installations substantially comply with code and other regulations.
3. To liaise with the Bylaw Enforcement Officer in investigation of alleged violations of building and zoning regulations.
4. To prepare and update records associated with carrying out above responsibilities.
5. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include the following.*

1. Conducts inspections on construction and building sites to do visual checks for compliance. Advises clients e.g. contractors and property owners on requirements for compliance.
2. Examines plans, drawings and site layouts for new residential buildings, building renovations and other proposed structures and calculates the cost of building permits.
3. Inspects damaged buildings to determine permit requirements e.g. fire damaged buildings.
4. Prepares inspection records, books inspections, files records, prepares correspondence or reports and other related work as required.
5. Answers email, telephone and counter enquiries related to building permits or bylaw issues, and assists the public with building permit applications or issuing permits.
6. Maintains knowledge of current construction practices, requirements of the BC Building Code, Regional District zoning bylaws, building and plumbing bylaws and other related regulations through attendance at seminars, conferences and courses as Department budget allows.

**FORMAL EDUCATION, TRAINING and EXPERIENCE**

- Grade 12 or equivalent.
- A technical diploma from a recognized college or university in building or other related technologies; a trades ticket is preferred.
- Level 1 qualification from the Building Officials Association of BC required; Level 2 preferred.
- Level 1 qualification from the Plumbing Officials Association of BC preferred.

- Minimum of two (2) years' work experience within a 36-month period working with codes and standards in plumbing and building design and in conducting inspections.
- An equivalent combination of education, training, and experience may be considered.

**OTHER SKILLS/KNOWLEDGE**

- Working knowledge of all types of building construction materials and methods and stages of construction.
- Ability to read and interpret plans, specifications and drawings.
- Ability to communicate effectively orally and in writing, specifically to prepare clear, concise reports and correspondence.
- Ability to interact and deal effectively and professionally with clients, staff, and members of the public.
- Ability to deal effectively with confrontational clients.
- Ability to operate a computer using standard software products e.g. e-mail and word-processing; familiarity with Blue Beam, Adobe and Prospero would be an asset.
- Valid BC driver's licence
- The incumbent is expected to support corporate sustainability and workplace safety objectives.
- SCRD policies and procedures and applicable WCB regulations are applied consistently.
- BC Building Code, BC Plumbing Code, zoning bylaws and regulations and all other applicable regulations and standards in conducting inspections and approving occupancy permits are substantially enforced.
- Effective interpersonal relationships with SCRD staff, clients, and members of the public are demonstrated.
- Good written and verbal communication skills are demonstrated.

**BUILDING OFFICIAL II**

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<b>EXEMPT:</b>	No	<b>DIVISION:</b>	Building Services
<b>SALARY LEVEL:</b>	Grid 1, Band 16	<b>DEPARTMENT:</b>	Planning & Development Serv
<b>LOCATION:</b>	Field Road	<b>SUPERVISOR:</b>	Chief Building Official
<b>APPROVED BY:</b>	Chief Building Official	<b>DATE:</b>	August 2023
<b>Replaces:</b>	Building Official 2	<b>DATE:</b>	Nov 2020

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**SUMMARY:** Under the general direction of the Chief Building Official (CBO), the Building Official II inspects all types of construction to ensure building and plumbing codes and other related bylaws are substantially observed; to advise clients on building related matters

**KEY RESPONSIBILITIES** *include the following:*

1. To conduct site inspections to ensure all buildings substantially meet minimum code and other relevant bylaw requirements.
2. To ensure all plumbing installations substantially comply with code and other regulations.
3. To liaise with the Bylaw Enforcement Officer in investigation of alleged violations of building and zoning regulations.
4. To prepare and update records associated with carrying out above responsibilities.
5. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include the following:*

1. Conducts inspections on construction and building sites to do visual checks for compliance. Advises clients e.g. contractors and property owners on requirements for compliance.
2. Examines plans, drawings and site layouts for new residential buildings, building renovations and other proposed structures and calculates the cost of building permits.
3. Inspects damaged buildings to determine permit requirements e.g. fire damaged buildings.
4. Prepares inspection records, books inspections, files records, prepares correspondence or reports and other related work as required.
5. Answers email, telephone and counter enquiries related to building permits or bylaw issues, and assists the public with building permit applications or issuing permits.
6. Maintains knowledge of current construction practices, requirements of the BC Building Code, Regional District zoning bylaws, building and plumbing bylaws and other related regulations through attendance at seminars, conferences and courses as Department budget allows.

**FORMAL EDUCATION, TRAINING and EXPERIENCE**

- Grade 12 or equivalent.
- A technical diploma from a recognized college or university in building or other related technologies; a trades ticket is preferred.
- Level 2 qualification from the Building Officials Association of BC required; Level 3 preferred.
- Level 1 qualification from the Plumbing Officials Association of BC required; Level 2 preferred.

- Minimum of four (4) years' work experience with codes and standards in plumbing and building design and in conducting inspections.
- An equivalent combination of education, training, and experience may be considered.

#### **OTHER SKILLS/KNOWLEDGE**

- Working knowledge of all types of building construction materials and methods and stages of construction.
- Ability to read and interpret plans, specifications and drawings.
- Ability to communicate effectively orally and in writing, specifically to prepare clear, concise reports and correspondence.
- Ability to interact and deal effectively and professionally with clients, staff, and members of the public.
- Ability to deal effectively with confrontational clients.
- Ability to operate a computer using standard software products e.g. e-mail and word-processing; familiarity with Blue Beam, Adobe and Prospero would be an asset.
- Valid BC driver's licence
- The incumbent is expected to support corporate sustainability and workplace safety objectives.
- SCRD policies and procedures and applicable WCB regulations are applied consistently.
- BC Building Code, BC Plumbing Code, zoning bylaws and regulations and all other applicable regulations and standards in conducting inspections and approving occupancy permits are substantially enforced.
- Effective interpersonal relationships with SCRD staff, clients, and members of the public are demonstrated.
- Good written and verbal communication skills are demonstrated.

## SUNSHINE COAST REGIONAL DISTRICT

## JOB DESCRIPTION

### BUILDING OFFICIAL III

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<b>EXEMPT:</b>	No	<b>DIVISION:</b>	Building Services
<b>SALARY LEVEL:</b>	Grid 1, Band 17	<b>DEPARTMENT:</b>	Planning & Development Serv
<b>LOCATION:</b>	Field Road	<b>SUPERVISOR:</b>	Chief Building Official
<b>APPROVED BY:</b>	Chief Building Official	<b>DATE:</b>	August 2023
<b>Replaces:</b>	Senior Building Official	<b>DATE:</b>	April 2022

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**SUMMARY:** Under the general direction of the Chief Building Official (CBO), the Building Official III reviews applications for building permits to determine conformity to the BC Building Code, zoning bylaws, easements and covenants and other specifications; to advise clients on building related matters.

**KEY RESPONSIBILITIES** *include the following:*

1. To review building permit applications with all applicable SCRD and sNGD bylaws, the BC Building Code, the BC Plumbing Code and other required regulations to ensure substantial compliance.
2. To liaise with builders, professionals, public and regulatory agencies to exchange information on building related matters.
3. To conduct site inspections to ensure all required inspections substantially meet minimum code and other related bylaw requirements.
4. To provide work guidance to, share information with, and identify training needs for Building Services staff.
5. To lead and have responsibility for special projects involving cross-functional teams in support of divisional goals and the SCRD Strategic Plan.
6. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include the following. Other activities may be assigned:*

1. Examines plans, drawings and site layouts for new buildings, building renovations and other proposed structures.
2. Calculates cost of building permits and other associated fees.
3. Verifies permit application submissions to ensure they substantially adhere to all SCRD and provincial requirements.
4. Answers email, telephone and counter enquiries related to the building code or bylaws and assists the public with building permit applications or issuing permits.
5. Drafts or types routine documents relating to the issuance of permits e.g. to inform clients of missing information/documentation or respond to inquiries.
6. Performs title searches to verify ownership and determine if there are any encumbrances registered against the property.
7. Conducts site inspections to do visual checks for compliance; advises clients e.g. contractors and property owners on requirements for compliance; completes related documentation.
8. Provides coaching and support to staff to ensure they are conversant with all applicable regulations and are applying them correctly.

### FORMAL EDUCATION, TRAINING and EXPERIENCE

- Grade 12 or equivalent.
- A technical diploma from a recognized college or university in building or other related technologies; a trades ticket is preferred.
- Level 1 qualification from the Plumbing Officials Association of BC required; Level 2 preferred.
- Level 3 qualification from the Building Officials Association of BC (BOABC) preferred.
- Consideration may be given to Level 2 certification from the BOABC provided there is a willingness to obtain Level 3 certification within a reasonable amount of time.
- Minimum of five (5) years' work experience working with codes and standards in building and plumbing design and in conducting inspections.
- An equivalent combination of education, training, and experience may be considered.

#### **OTHER SKILLS/KNOWLEDGE**

- Working knowledge of all types of building construction materials and methods and stages of construction.
- Ability to read and interpret plans, specifications and drawings.
- Ability to communicate effectively orally and in writing specifically to prepare clear, concise reports and correspondence.
- Ability to interact and deal effectively and professionally with clients, staff, and members of the public.
- Ability to deal effectively with confrontational clients.
- Ability to operate a computer using standard software products e.g. e-mail and word-processing; familiarity with Blue Beam, Adobe and Prospero would be an asset.
- Valid BC driver's licence
- The incumbent is expected to support corporate sustainability and workplace safety objectives.
- SCRD policies and procedures and applicable WCB regulations are applied consistently.
- BC Building Code, BC Plumbing Code, zoning bylaws and regulations and all other applicable regulations and standards in conducting inspections and approving occupancy permits are substantially enforced.
- Effective interpersonal relationships with SCRD staff, clients, and members of the public are demonstrated.
- Good written and verbal communication skills are demonstrated.