



Chief Building Inspector

(Posting #2019-07)

We are looking for a Chief Building Inspector to complement our Management Team. Under the general direction of the Director of Regional Development and Planning, the Chief Building Inspector is the Building Inspector for the Municipality and ensures the provision of technical expertise and advice relating to building permit inspection and related bylaws, codes, and regulations. The CBI has responsibility for technical work of a regulatory nature involving the inspection of building operations of all types and occupancies within the building inspection area to ensure that construction, conversions, plan checks, repairs, alterations, demolitions, and additions to buildings comply with the requirements of the BC Building Code and municipal regulations and bylaws.

Candidates must possess excellent interpersonal, communication, organizational, time-management, problem-solving and conflict resolution skills. In addition, candidates must have the ability to effectively communicate complex technical information orally and in writing, to contractors, developers, property owners, employees, consultants, elected officials and the general public. The successful incumbent will be expected to exercise considerable initiative and independent judgment and action in carrying out the duties of the position. The Chief Building Inspector may assist with the enforcement of other bylaws through various activities including receiving complaints and investigating bylaw infractions related to municipal bylaws.

Ideally, candidates shall have a BC Building Inspectors Level II Certification; graduation from a technical institute in Building Technology or a related subject; OR completion of a recognized trades apprenticeship supplemented by completion of building code courses and sound related experience in municipal plan checking and/or the building industry; OR an equivalent combination of training and experience. Proficiency in the use of computers including Microsoft Office programs is essential. The successful candidate must possess a good working knowledge of structural engineering principles, practices and methods as applicable to building construction and the laws and regulations affecting planning and building inspection. Applicants with education and experience in other related disciplines (i.e. Carpentry or other building trades) may also be considered.

The Northern Rockies Regional Municipality offers a competitive salary and comprehensive benefits package. If you feel the Northern Rockies is where your future lives, then we would like to hear from you. A more detailed job description is available online at www.NorthernRockies.ca. We thank all applicants for their interest, and we will notify all candidates of receipt of applications.

Please email your cover letter, resume, and a minimum of three references by **Tuesday, March 26, 2019** to:

Erin La Vale, CPHR

Deputy CAO/Director of Human Resources

NORTHERN ROCKIES REGIONAL MUNICIPALITY

Bag Service 399 Fort Nelson, BC V0C 1R0

Email: jobs@northernrockies.ca

The spirit of the Northern Rockies is independent and action-oriented, with a tangible sense of a region 'in charge of its future.' Fort Nelson is a young and family-oriented town, where the attitude of "community" remains strong. Everyone is welcome, everyone's contribution matters, and the level of participation in the day-to-day life of the community is high. Located in North Eastern BC and extending from the Yukon border to Prophet River BC, our one-of-a-kind local government and BC's first Regional Municipality, provides unparalleled opportunities for outdoor and wilderness recreational activities. To learn more about what the Northern Rockies has to offer, please visit our website at www.NorthernRockies.ca.

This is a place for you to call home.

Come north...and build a future.



POSITION DESCRIPTION

Position Title: Chief Building Inspector
Department: Regional Development and Planning
Reports To: Director of Regional Development and Planning
Employee Group: Excluded - Management
Wage Group: Management Pay Grade 5

Date of Revision: March 2019

Position Summary:

Under the general direction of the Director of Regional Development and Planning, the Chief Building Inspector is the Building Inspector for the Municipality and works in accordance with council's policies and priorities, approved budgets and citizen expectations.

The Chief Building Inspector ensures the provision of technical expertise and advice relating to building permit inspection and related bylaws, codes, and regulations and has responsibility for technical work of a regulatory nature involving the inspection of building operations of all types and occupancies within the building inspection area to ensure that construction, conversions, plan checks, repairs, alterations, demolitions, and additions to buildings comply with the requirements of the BC Building Code and municipal regulations and bylaws.

The Chief Building Inspector assists the Northern Rockies Fire Rescue Department on plan reviews and site and/or inspections as required and provides the organization with information about business licenses when required, e.g. status, confirmation of occupancy permits, seating capacity, building area, and field inspections.

The Chief Building Inspector may delegate some administrative functions of his/her authority and responsibility to junior members of the department, but may not delegate or relinquish overall responsibility and accountability for the performance of his/her responsibilities.

Responsibilities:

1. Specific Responsibilities

Administer the Municipal Bylaws by ensuring the provision of technical expertise and advice relating to building permit inspection and related bylaws, codes, and regulations.

- Review plans, applications, blueprints, legal maps and related material for construction, repair and alteration of buildings and plumbing for conformance with regulations and suggest corrections and changes as required.
- Issue building and plumbing permits and inspect work in progress and check for zoning compliance.
- Ensure consistency of bylaw applications and interpretation by discussing/counselling the application of bylaws, codes, and regulations with the dissemination of information to the public, problem situations, and operational procedures.
- Advise owners and contractors of necessary corrections and changes in installations, inspect to confirm corrections have been made, may issue stop work order if deficiencies have not been rectified or where work is proceeding contrary to permit process.
- Enforce relevant provisions of the BC Building Code, BC Plumbing Code, etc., and advises other authorities of issues and may request inspections by the Health Inspector, Electrical Inspector, Gas Inspector, or Fire Commissioner, when deemed necessary.
- Recommend, through Director of Regional Development and Planning to the CAO, when action should be taken in cases of violations.
- Estimate value of proposed construction and calculate permit fees.
- Conduct field inspections.

- Ensure the maintenance of record management systems for tracking building permits and related records ensuring a complete and up-to-date record is kept of all building permits issued, including completion or cancellation.
- Answer inquiries relating to building matters; i.e., the BC Building Code, the BC Plumbing Code and other relevant codes and legislation.
- Provide departments with technical advice related to building inspections matters.

Related other duties.

- Submit monthly progress reports and other reports when requested.
- Assist Northern Rockies Fire Rescue Department on plan reviews and site inspections.
- Assist with the enforcement of other Municipal Bylaws through various activities including receiving complaints and investigating bylaw infractions related to Municipal Bylaws.
- Take on additional assignments & special projects as delegated by the Department Director or CAO.

2. Additional Responsibilities

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

3. Statutory Roles

May serve as a Bylaw/Peace Officer for the Municipality.

Decision Making Accountability and Responsibility

1. Decision Making Authority/Independence

Follows Municipal procedures and processes to promote and ensure conformance to Bylaws. Ability to work alone and make informed decisions with a minimal amount of supervision. Receives direction from the Director of Regional Development and Planning or designate on non-routine matters. 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.

2. Impact/Consequence of Error

Decisions consistently affect residents, businesses and public safety. Inaccurate interpretation or relaying of information will result in reputational damage and/or financial loss to the Municipality and would result in the Municipality's failure to adhere to Provincial legislation.

3. Financial Impact

Improper decisions could result in significant negative financial impact to property owners and the Municipality.

4. Human Resources

This is a non-supervisory position; however, may supervise shared assistant and provide guidance to relief Building Inspector.

5. Occupational Health & Safety

Ensures personal safety while performing the duties of the position and complies with organizational safety programs and ensures that all WorkSafe BC and other legislative safety requirements are met. Ensures the safety and security of municipal staff, infrastructure, and facilities by ensuring all safety and other work regulations and practices are adhered to; reports unsafe and/or insecure situations that may arise from time to time and reports immediately, to the designated supervisor, all accidents or injuries and activates emergency procedures as required; detects and reports observed hazardous conditions, practices and behaviors in the workplace.

Contacts**1. Internal**

Work consistently with other Municipal staff and provide guidance and technical advice to Municipal staff and elected officials.

2. External

Provide technical information and advice, both orally and in writing, to contractors, developers, property owners, consultants, other government agency representatives, and the general public.

Working Conditions**1. Environment**

Work is performed in office or indoor settings; however, some outdoor work is required in the inspection of various land use developments, construction sites or public works facilities. The employee will be required to work alone quite frequently and will be required to follow the Working Alone Safe Work Procedure – following check-in/check-out practices/procedures. May come in contact with various hazardous materials and will be required to follow the exposure control plan and safe work procedures.

2. Physical Effort

Work will require the employee to occasionally stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Employee will occasionally be required to sit; climb or balance; stoop; kneel; crouch; or crawl; talk or hear; and occasionally lift and/or move up to 25 kg. Must have the physical ability and balance to move about buildings under construction, crawl into attics and crawlspaces, climb high ladders and scaffolding and maneuver uneven terrain.

While performing the duties of this job, the employee occasionally works in outside adverse weather conditions and work will occasionally occur near moving mechanical parts and in high, precarious places and is occasionally exposed to wet, cold, and/or humid conditions, risk of electrical shock and vibration.

Qualifications**1. Formal Education**

Completion of Grade 12.

BC Building Inspectors Level II Certification; graduation from a technical institute in Building Technology or a related subject; OR completion of a recognized trades apprenticeship supplemented by completion of building code courses and sound related experience in municipal plan checking and/or the building industry; OR an equivalent combination of training and experience.

2. Training/Experience

Three years of experience in building inspection or construction is highly desirable.

3. Professional Designation/Licenses/Memberships

Valid Class 5 Drivers License

Membership in Building Officials Association of British Columbia

4. Knowledge/Abilities/Special Skills

Knowledge of:

- structural engineering principles, practices and methods as applicable to building construction; some knowledge of applicable organizational policies, laws and regulations affecting planning and building inspection activities;
- relevant codes, acts and legislation in respect to position duties; and
- the Freedom of Information and Protection of Privacy Act regulations relating to the disclosure of confidential matters of the Municipality.

Ability to:

- read and interpret complex plans and specifications, compare with construction in progress, suggest and enforce changes or corrections required with firmness, impartiality and sound judgement
- handle a complex and varied work load;
- work harmoniously with government agencies, residents, personnel, other staff and elected officials;
- navigate and maintain records management systems and the methods used in training users in the use and application of such systems;
- effectively communicate complex technical information, orally and in writing to contractors, developers, property owners, employees, consultants, other government agency representatives, elected officials and the general public;
- serve elected officials and the client public with tact, impartiality, while preserving confidentiality and sensitivity on issues and material dealt with on a regular basis;
- analyze and develop logical and systematic courses of action and demonstrates strong management, communicative, and planning skills;
- Strive for excellence and has comprehensive knowledge of the dynamics required for a professional, political environment;
- work independently following department policies and procedures with minimum supervision while maintaining a high quality level of work;
- demonstrate continuous effort to improve operations, streamline work processes and work cooperatively towards an efficient and effective work environment;
- produce written documents with clearly organized thought, proper sentence construction, punctuation and grammar;
- maintain confidentiality and protect sensitive information; and
- effectively multi-task.

Special Skills or Other

- Proficiency with computers/applications (Microsoft Office).
- Excellent oral and written communication skills to present and prepare concise analyses, reports, recommendations and consults both internal and external to the NRRM
- Strong organizational and research skills.



Chief Building Inspector

(Posting #2019-07)

We are looking for a Chief Building Inspector to complement our Management Team. Under the general direction of the Director of Regional Development and Planning, the Chief Building Inspector is the Building Inspector for the Municipality and ensures the provision of technical expertise and advice relating to building permit inspection and related bylaws, codes, and regulations.

Candidates must possess excellent interpersonal, communication, organizational, time-management, problem-solving and conflict resolution skills. In addition, candidates must have the ability to effectively communicate complex technical information orally and in writing, to contractors, developers, property owners, employees, consultants, elected officials and the general public. The Chief Building Inspector may assist with the enforcement of other bylaws through various activities including receiving complaints and investigating bylaw infractions related to municipal bylaws.

Ideally, candidates shall have a BC Building Inspectors Level II Certification; graduation from a technical institute in Building Technology or a related subject; OR completion of a recognized trades apprenticeship supplemented by completion of building code courses and sound related experience in municipal plan checking and/or the building industry; OR an equivalent combination of training and experience. Proficiency in the use of computers including Microsoft Office programs is essential. The successful candidate must possess a good working knowledge of structural engineering principles, practices and methods as applicable to building construction and the laws and regulations affecting planning and building inspection. Applicants with education and experience in other related disciplines (i.e. Carpentry or other building trades) may also be considered.

The Northern Rockies Regional Municipality offers a competitive salary and comprehensive benefits package. A more detailed job description is available on request or online at www.NorthernRockies.ca. We thank all applicants for their interest and we will notify all candidates of receipt of applications. Please email your cover letter, resume, and a minimum of three references to:

Erin La Vale, CPHR
Deputy CAO/Director of Human Resources
NORTHERN ROCKIES REGIONAL MUNICIPALITY
Bag Service 399 | Fort Nelson, BC | VOC 1R0 | Fax: 250-774-6794
Email: jobs@northernrockies.ca

Closing Date: Tuesday, March 26, 2019

Please visit our website at www.NorthernRockies.ca for a full copy of the job posting.