

# RDCO Job Description



**Position Title:** Building Official I

**Division:** Community Services

**Reports To:** Development Services Manager

**Date:** June 1, 2022

## Job Purpose/Summary:

The Building Official I is accountable for enforcing building codes, associated acts, and related Regional District of Central Okanagan bylaws by reviewing building permit applications, granting building permits, performing building and plumbing inspections, and responding to public inquiries. This position also contributes to the RDCO's Sustainable Community Strategic Priority by encouraging the adoption of sustainable building standards to improve the quality of life and protect the environment in the Central Okanagan.

## Principal Accountabilities:

1. Interpret Building Codes and related bylaw issues with the public including owners, trades people, and Registered Professionals.
2. Review building permit applications for compliance with Building Codes, related bylaws, standards, and regulations.
3. Organize daily inspections for most efficient and accommodating route to satisfy both customer timing and inspector efficiency.
4. 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.
5. Enforce compliance with building codes and related bylaws:
  - Monitor inspection areas for building activity.
  - Issue Stop Work Orders, Removal Orders and/or Demolition orders.
  - Recommend bylaw contravention notices be placed on property titles.
  - Attend public related complaints and implement required resolutions.
6. Coordinate building activity:
  - Create and maintain accurate records of inspection decisions.
  - Communicate inspection decisions with building owners, Registered Professionals, and trades people (as required).
  - Monitor current files for scheduled inspections and deficiency corrections.
  - Grant approval for use once all permit conditions have been satisfied.
7. Support Business licensing including intercommunity business license program:
  - Ensure business operations comply with relevant zoning and building bylaws.
  - Site visits.
  - Advertising and Bylaw updates.
8. Collaborate with other Building Inspectors in delivering inspection services.
9. Other duties as assigned.

## Reporting Relationships:

**Direct Reports:** None

## Dimensions:

## Knowledge, Skills & Experience:

### Training and Experience Required:

- Grade 12 Education
- BOABC Level I Certification
- POABC Level I Certification
- Valid BC Drivers Licence
- Journeyman Level Certification in one or more acceptable construction trade or equivalent
- Two (2) year knowledge & experience in:
  - Building and/or Plumbing Inspection;
  - Local Government regulations, policies, procedures & bylaws;
  - Building related codes;
  - Sustainable building standards; and/or,
  - Construction related knowledge or experience such as electrical, plumbing, or mechanical.

### Knowledge, Skills and Abilities Required:

- Understanding of construction practices.
- Ability to read construction drawings, interpret technical data and communicate effectively in both verbal and written formats.
- Ability to deal tactfully and effectively with the public
- Ability to work independently in the field, exercising good judgement when making decisions.
- Demonstrated computer skills in Microsoft Office Suite (Vadim preferred).

## Working Conditions:

- **Physical Effort:** Climbing for roof and attic inspections; occasional inspections in confined spaces. Hiking of trails.
- **Physical Environment:** Indoor/outdoor field work in all weather conditions. Exposure to potentially hazardous building sites. Work independently in remote locations.
- **Mental Stress:** Exposure to possible confrontations when dealing with enforcement issues.
- **Sensory Attention:** Visual attention to detail for physical site inspection and site safety assessment. Technical detail review.