

Title: Building Official I

Department: Building Department

Reports To: Chief Building Official

Date: March 1, 2022

Summary

To provide Level I plan checking and building inspection services for the Building Department. Responsible for ensuring compliance with the Building Bylaw and all other applicable laws including the comprehensive zoning bylaws as they apply to buildings and structures.

Essential Job Functions

- Provide advice and information to applicants on building permit requirements.
- Respond to telephone, email and counter enquiries and provide interpretations and advice on building regulations, zoning and planning.
- Research and refer enquiries as required.
- Review and process building permit applications using computer data base and software, including reviewing plans for all buildings or all occupancy classifications for compliance with Cariboo Regional District zoning bylaws and building regulations.
- Utilize CityView and Digital Plan review software to prepare building permit documentation.
- Conduct field inspections of construction sites to ensure compliance with Cariboo Regional District bylaws and building regulations.
- Prepare field inspection reports and related correspondence.
- Determine level of non-compliance of construction sites and determine corrective action required including issuing stop-work orders if required.
- Explain consequences of non-compliance and owner/contractor/consultant responsibilities with respect to building code violations
- Assist with enforcement processes relating to building bylaw contraventions.
- Maintain and update inspection files and records, prepare general correspondence, other reports, forms and memos.
- Prepare department forms and information materials such as pamphlets and hand-outs on building permit requirements
- Maintain up-to-date knowledge of building technology and associated regulations and ensure that required certification is maintained.
- Demonstrate ability to react to change productively and undertake other tasks as assigned.
- Purchase supplies as required.
- Maintain company vehicles as required.
- Assist with Cariboo Regional District property management.
- Other duties as required.

Level I Job Functions

- Conduct all Level I Building Official duties as determined by the Cariboo Regional District, building regulations and BOABC.

Minimum Qualifications/Requirements

- BOABC Level I qualification and must obtain certification within two years of hire date.
- Level I plumbing qualification or must obtain Level I plumbing qualification within 1.5 years of hire date.
- WETT certification or must obtain WETT certification within 1.5 years of hire date.
- Must maintain a valid BC Drivers license; a satisfactory criminal record; and a satisfactory drivers abstract.
- Red Seal endorsement in associated trade or graduation from building technology program preferred.

Knowledge, Skills and Abilities Required

- A comprehensive understanding of the BC Building Code, BC Plumbing Code and CRD bylaws, standards, and regulations related to building.
- Ability to read and interpret building plans and specifications and related materials recognizing technical requirements.
- Working knowledge of mathematics as applied to building construction.
- Thorough knowledge of methods, practices, materials, and procedures used in construction.
- Ability to prepare clear and concise reports, performs minor clerical duties, and prepare and present evidence in Court, as required.
- Ability to communicate effectively orally and in written form.
- Ability to work independently, exercise discretion and sound judgement.
- Ability to work effectively and diplomatically with owners, builders and professionals, and to effectively enforce bylaws and regulations.

Supervisory Responsibility

- Provide orientation to new employees as required.
- Provide mentorship to lower certification level Building Officials.

Supervision Received

- Building Official II
- Chief Building Official

Working Conditions

- This position involves both inside and outside work, considerable driving between site locations, walking over rough areas, climbing stairs and exposure to building site hazards.
- Requires the ability to access attics, crawlspaces, roofs and drive for long periods.
- May require overnight stays in locations within the Cariboo Regional District.

Financial Resources

- Purchase supplies as required.
- Purchase gas for company vehicles.
- Submit expense reports as required by Finance Department.



This job description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties as required.

Title: Building Official II

Department: Building Department

Reports To: Chief Building Official

Date: March 1, 2022

Summary

To provide Level II plan checking and building inspection services for the Building Department. Responsible for ensuring compliance with the Building Bylaw and all other applicable laws including the comprehensive zoning bylaws as they apply to buildings and structures.

Essential Job Functions

- Provide advice and information to applicants on building permit requirements.
- Respond to telephone, email and counter enquiries and provide interpretations and advice on building regulations, zoning and planning.
- Research and refer enquiries as required.
- Review and process building permit applications using computer data base and software, including reviewing plans for all buildings or all occupancy classifications for compliance with Cariboo Regional District zoning bylaws and building regulations.
- Utilize CityView and Digital Plan review software to prepare building permit documentation.
- Conduct field inspections of construction sites to ensure compliance with Cariboo Regional District bylaws and building regulations.
- Prepare field inspection reports and related correspondence.
- Determine level of non-compliance of construction sites and determine corrective action required including issuing stop-work orders if required.
- Explain consequences of non-compliance and owner/contractor/consultant responsibilities with respect to building code violations.
- Assist with enforcement processes relating to building bylaw contraventions.
- Maintain and update inspection files and records, prepare general correspondence, other reports, forms and memos.
- Prepare department forms and information materials such as pamphlets and hand-outs on building permit requirements
- Maintain up-to-date knowledge of building technology and associated regulations and ensure that required certification is maintained.
- Demonstrate ability to react to change productively and undertake other tasks as assigned.
- Purchase supplies as required.
- Maintain company vehicles as required.
- Assist with Cariboo Regional District property management.
- Other duties as required.

Level II Job Functions

- Conduct all Level I and Level II Building Official duties as determined by the Cariboo Regional District, building regulations and BOABC.

Minimum Qualifications/Requirements

- BOABC Level II qualification and must obtain certification within 1 year of hire date.
- Level I plumbing qualification or must obtain Level I plumbing qualification within 1.5 years of hire date.
- WETT certification or must obtain WETT certification within 1.5 years of hire date.
- Must maintain a valid BC Drivers license; a satisfactory criminal record; and a satisfactory drivers abstract.
- Red Seal endorsement in associated trade or graduation from building technology program preferred.

Knowledge, Skills and Abilities Required

- A comprehensive understanding of the BC Building Code, BC Plumbing Code and CRD bylaws, standards, and regulations related to building.
- Ability to read and interpret building plans and specifications and related materials recognizing technical requirements.
- Working knowledge of mathematics as applied to building construction.
- Thorough knowledge of methods, practices, materials, and procedures used in construction.
- Ability to prepare clear and concise reports, performs minor clerical duties, and prepare and present evidence in Court, as required.
- Ability to communicate effectively orally and in written form.
- Ability to work independently, exercise discretion and sound judgement.
- Ability to work effectively and diplomatically with owners, builders and professionals, and to effectively enforce bylaws and regulations.

Supervisory Responsibility

- Provide orientation to new employees as required.
- Provide mentorship to lower certification level Building Officials.

Supervision Received

- Building Official III
- Chief Building Official

Working Conditions

- This position involves both inside and outside work, considerable driving between site locations, walking over rough areas, climbing stairs and exposure to building site hazards.
- Requires the ability to access attics, crawlspaces, roofs and drive for long periods.
- May require overnight stays in locations within the Cariboo Regional District.

Financial Resources

- Purchase supplies as required.
- Purchase gas for company vehicles.
- Submit expense reports as required by Finance Department.



This job description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties as required.

Title: Building Official III

Department: Building Department

Reports To: Chief Building Official

Date: March 1, 2022

Summary

To provide Level III plan checking and building inspection services for the Building Department. Responsible for ensuring compliance with the Building Bylaw and all other applicable laws including the comprehensive zoning bylaws as they apply to buildings and structures.

Essential Job Functions

- Provide advice and information to applicants on building permit requirements.
- Respond to telephone, email and counter enquiries and provide interpretations and advice on building regulations, zoning and planning.
- Research and refer enquiries as required.
- Review and process building permit applications using computer data base and software, including reviewing plans for all buildings or all occupancy classifications for compliance with Cariboo Regional District zoning bylaws and building regulations.
- Utilize CityView and Digital Plan review software to prepare building permit documentation.
- Conduct field inspections of construction sites to ensure compliance with Cariboo Regional District bylaws and building regulations.
- Prepare field inspection reports and related correspondence.
- Determine level of non-compliance of construction sites and determine corrective action required including issuing stop-work orders if required.
- Explain consequences of non-compliance and owner/contractor/consultant responsibilities with respect to building code violations.
- Assist with enforcement processes relating to building bylaw contraventions.
- Maintain and update inspection files and records, prepare general correspondence, other reports, forms and memos.
- Prepare department forms and information materials such as pamphlets and hand-outs on building permit requirements
- Maintain up-to-date knowledge of building technology and associated regulations and ensure that required certification is maintained.
- Demonstrate ability to react to change productively and undertake other tasks as assigned.
- Purchase supplies as required.
- Maintain company vehicles as required.
- Assist with Cariboo Regional District property management.
- Other duties as required.

Level III Job Functions

- Conduct all Level I, Level II and Level III Building Official duties as determined by the Cariboo Regional District, building regulations and BOABC.

Minimum Qualifications/Requirements

- BOABC Level III qualification and must obtain certification within 1 year of hire date.
- Level I plumbing qualification or must obtain Level I plumbing qualification within 1.5 years of hire date.
- WETT certification or must obtain WETT certification within 1.5 years of hire date.
- Must maintain a valid BC Drivers license; a satisfactory criminal record; and a satisfactory drivers abstract.
- Red Seal endorsement in associated trade or graduation from building technology program preferred.

Knowledge, Skills and Abilities Required

- A comprehensive understanding of the BC Building Code, BC Plumbing Code and CRD bylaws, standards, and regulations related to building.
- Ability to read and interpret building plans and specifications and related materials recognizing technical requirements.
- Working knowledge of mathematics as applied to building construction.
- Thorough knowledge of methods, practices, materials, and procedures used in construction.
- Ability to prepare clear and concise reports, performs minor clerical duties, and prepare and present evidence in Court, as required.
- Ability to communicate effectively orally and in written form.
- Ability to work independently, exercise discretion and sound judgement.
- Ability to work effectively and diplomatically with owners, builders and professionals, and to effectively enforce bylaws and regulations.

Supervisory Responsibility

- Provide orientation to new employees as required.
- Provide mentorship to lower certification level Building Officials.

Supervision Received

- Chief Building Official

Working Conditions

- This position involves both inside and outside work, considerable driving between site locations, walking over rough areas, climbing stairs and exposure to building site hazards.
- Requires the ability to access attics, crawlspaces, roofs and drive for long periods.
- May require overnight stays in locations within the Cariboo Regional District.

Financial Resources

- Purchase supplies as required.
- Purchase gas for company vehicles.
- Submit expense reports as required by Finance Department.



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The incumbent may be required to perform other related duties as required.*