



CHIEF BUILDING OFFICIAL – FULL-TIME

The Cariboo Regional District (CRD) invites qualified applicants to apply for the position of Chief Building Official.

DUTIES: Reporting directly to the Manager of Development Services, the Chief Building Official is accountable for the overall management of the building permit process including the issuance and inspection of building permits; ensuring compliance with the Building Code while maintaining levels of service as well as ensuring that legislative standards are upheld in a safe and economical manner. In addition, provide leadership, guidance and oversight to building inspection staff ensuring exceptional customer service. A detailed job description including the duties and required qualifications can be found on the CRD website at www.cariboord.ca/careers.

SALARY: This is a full-time, exempt position, offering a competitive salary and benefits package commensurate with the successful candidate's experience and qualifications.

WORK SITE LOCATION: The successful candidate will operate out of the Cariboo Regional Districts 100 Mile House Office. The position requires some travel throughout the CRD for meetings and training. Applicants must have a valid class 5 driver's license.

HOURS OF WORK: The regular hours of work for this position are 37.5 hours per week, Monday to Friday.

Applications from interested individuals will be accepted by the undersigned until **8:00 am, September 9, 2019** and should be in the form of a resume with an accompanying cover letter detailing your experience and qualifications relative to the position.

Bernice Crowe, Human Resources Advisor
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We thank all candidates for their interest, however, only those selected for an interview will be contacted.



Title: Chief Building Official

Reports To: Manager of Development Services

Date: August 6, 2019

Summary

Reporting directly to the Manager of Development Services, the Chief Building Official is accountable for the overall management of the building permit process including the issuance and inspection of building permits; ensuring compliance with the Building Code while maintaining levels of service as well as ensuring that legislative standards are upheld in a safe and economical manner. In addition, provide leadership, guidance and oversight to building inspection staff ensuring exceptional customer service.

Essential Job Functions

- Manage building permit application, plan checking, planning approval, and permit grant processes.
- Provide plan checking and building inspection services as required.
- Supervise Building Inspectors, and sub office clerks.
- Train, evaluate and discipline employees as needed.
- Assign, monitor and coordinate work for building inspection staff.
- Assist in preparing and managing budgets for the building inspection division and approve expenditures for building inspection.
- Oversee the review of building plans, calculations and specifications for proposed structures; establishes estimated values of proposed construction.
- Prepares and maintains records of plans, inspections, letters and reports prepared or used in connection with all building inspections; responds to questions from property owners and buildings; interprets building code.
- Securing advice from other CRD departments as necessary in reviewing applications for building permits (e.g. Manager of Corporate Services re bylaws; Manager Environmental Services re water, sewer and related issues; Protective Services re fire risks).
- Maintains accurate records on all jobs being inspected.
- Liaising with other Provincial inspection agencies relating to building in the CRD (e.g. BC Hydro, highway access, gas inspections).
- Assist in resolving problems with builders and residents who have failed to comply with CRD bylaws and/or Provincial building regulations, including directing enforcement actions when voluntary compliance cannot be achieved.
- Inspecting large public multi-use buildings that require complex inspections.
- Prepare and present reports to the Board as required.
- Measuring and reporting on the effectiveness of Building Inspection services.
- Provides technical advice to other departments on building code and related regulations.
- Other duties as assigned.



Minimum Qualifications/Requirements

- BOABC Level III Certification and Registered Building Officials designation (valid membership in the BOABC).
- Level II Plumbing Certification preferred.
- Graduation from high school and seven years of experience in inspection or the construction trades or any equivalent combination of education and experience.
- Experience in managing within a unionized environment is preferred.
- WETT Certification.
- BC Building Code knowledge, and experience in enforcement of Local Government and Provincial Regulations as well as plan checking.
- Maintain a valid BC Driver's license.

Knowledge, Skills and Abilities Required

- Strong interpersonal and leadership skills with the ability to organize personnel and provide leadership in the achievement of goals and objectives.
- Creative problem-solving abilities and the ability to exercise independent judgement.
- Ability to communicate in a courteous and tactful manner.
- Ability to work independently, prioritize the workload and accomplish the tasks within a reasonable time period.
- Ability to interpret, explain, and make informed decisions in alignment with policies, procedures, rules, and regulations.
- Ability to conduct analysis and prepare written or verbal reports and presentations.
- Skilled in the use of Microsoft office software including Word, Excel, and Outlook.
- Demonstrated knowledge of building material, construction practices and procedures; ability to read and understand plans blueprints and building construction drawings are essential.
- Demonstrated ability to deal tactfully, courteously, and diplomatically with other departments, government, builders, developers, other public officials, and the general public.

Supervisory Responsibility

- Building inspectors and sub-office clerks.

Working Conditions

- Required to be flexible and adapt to changing work demands.
- Travel required.
- Ability to attend and conduct presentations.



- Must maintain a valid Driver's License.

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.