



Building Inspector III

Applications are hereby invited for the permanent, full-time position of Building Inspector III located in Quesnel, BC. This position is primarily responsible for inspections within the Quesnel area, but will also cover inspection demands in other areas within the Cariboo Regional District.

This position will report directly to the Chief Building Official. A list of the primary duties and responsibilities of the Building Inspector III along with a detailed job description can be found on the CRD website at www.cariboord.ca. The minimum requirements for this position include:

- BOABC Level III Certification and Registered Building Officials designation
- Level I Plumbing Certification
- 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; a satisfactory criminal record; and a satisfactory driver's abstract

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. Depending on job demands, occasional weekly overnight stays in locations within the Cariboo Regional District will be a requirement.

This is a union position and is covered by the terms and conditions of employment as set out in the Collective Agreement between the Cariboo Regional District and BC Government Service Employees' Union. Accordingly, a 90-day probation period will apply. The hourly rate for this position is \$42.86.

Applications will be accepted by the undersigned until 1:00 pm, February 2, 2018, and should be in the form of a resume with an accompanying letter detailing your experience and qualifications relative to the position.

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Cariboo Regional District

Title:	Building Inspector III	Department:	Development Services
Reports To:	Chief Building Official	Date:	January 3, 2018

Summary

This position is primarily responsible for inspections within the Quesnel area, but will also cover inspection demands in other areas within the Cariboo Regional District. This position will provide plan checking and building inspection services for all building occupancy classifications. Be 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 plan checking and building inspection services
- Reviews and analyzes alternative solutions to building code requirements and discusses with proponents
- Respond to enquiries and provide interpretations of highly technical building regulations to the general public, contractors, developers and registered professionals
- Maintains up-to-date knowledge of building technology and associated regulations and ensures that required certifications are current
- Assist and advise building permit applicants with respect to plan and information requirements
- Prepare building permit documentation using City View software
- Conduct highly technical field inspections of construction sites to ensure compliance with regional district bylaws and building regulations
- Explain consequences of non-compliance and owner/contractor/consultant responsibilities with respect to building code violations
- Prepare department forms and information materials such as pamphlets and hand-outs on building permit requirements
- Process building permit applications using computer data base and software including reviewing plans for all buildings or all occupancy classifications for compliance with zoning bylaws and building regulations
- Review building applications and plans for all buildings of all occupancy classifications for compliance with regional district bylaws and building regulations
- Provide advice and information to applicants on building permit requirements
- Determine level on non-compliance of construction sites and determine corrective action required including issuing stop-work orders if required
- Assist the Chief Building Official with enforcement processes relating to building bylaw contraventions
- Maintain and update inspection files and records prepares reports and general correspondence, handles telephone and counter inquiries
- Prepare permit and inspections reports and correspondence
- Purchase office supplies as required
- Assist with Cariboo Regional District property management
- Provide assistance to other Building Inspectors
- Able to react to change productively and undertake other tasks as assigned



Cariboo Regional District

Minimum Qualifications/Requirements

- BOABC Level III Certification and Registered Building Officials designation
- Level I Plumbing Certification
- 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; a satisfactory criminal record; and a satisfactory driver's abstract

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 writing
- 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.

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. The ability to access attics, crawlspaces, roofs and drive for long periods. Overnight stays in locations within the Cariboo Regional District.

Financial Resources

- Purchase office supplies as required
- Purchase gas for company vehicles

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.