



REGIONAL DISTRICT OF CENTRAL KOOTENAY JOB DESCRIPTION

TITLE: SENIOR BUILDING OFFICIAL

TITLE OF IMMEDIATE SUPERVISOR: General Manager of Development Services

TITLES OF POSITIONS SUPERVISED: Building Officials, Plan Checker, Building Inspection Services Secretarial/Clerical

DEPARTMENT: Development Services – Building Inspection

SHIFT / HOURS OF WORK: Standard office hours are 8:30 to 4:30. This is a management position and hours may vary to meet operational requirements.

WAGE: Salary Level: Grid 9

SUMMARY OF POSITION:

The Senior Building Official is responsible for the administration of the Building Bylaw and the Building Code. The Senior Building Official manages the daily operation of the Building Inspection Service and supervises the Building Inspection staff. The Senior Building Official participates in departmental planning, including formulating yearly budgets. The Senior Building Official mediates disputes with stakeholders and works toward resolving building and personnel related issues.

TASK DESCRIPTION

Responsibilities include, but not limited to:

1. Manages and directs as a team leader the Building Inspection Services staff.
2. Supervises and evaluates Building Inspection Services staff.
3. Assists Building/Plumbing Officials to resolve complicated, contentious, or sensitive issues.
4. Assists and directs Building/Plumbing Officials in the Plan Review and Inspection of applications for complex buildings, categorized under Part 3 of the B.C. Building Code.
5. Provides backup inspection, direction, and advice as required by Building/Plumbing Officials.
6. Provides technical advice as required by General Manager of Development Services relating to bylaw contraventions, departmental procedures, Board items, recruitment, and selection of staff.
7. Assists in developing administrative and technical policies and directs the activities of inspectors and clerical staff accordingly.
8. Advises the Rural Affairs Committee and Board on Building Inspection Services recommendations relating to bylaw contraventions and technical matters.
9. Interprets the Building and Plumbing Codes, Building Bylaws of the Regional District and contracted Municipalities.

- 10. Prepares reports and makes presentations with recommendations for consideration by committees of the Regional Board.
- 11. Assists in the development of Building Inspection Services' annual work plan, priorities and budget as well as monitoring operational efficiency.
- 12. Attends meetings as required.
- 13. Other duties as may be required.

PREFERRED QUALIFICATIONS:

The ideal candidate will possess the following knowledge, skills, and abilities that have been gained through a combination of education and practical experience:

- Post-secondary diploma or degree in Building Sciences

REQUIRED KNOWLEDGE & EXPERIENCE:

- Familiarity with Building Codes, Local Government Bylaws and Procedures, Provincial Statutes and Enactments relevant to building construction and property development.
- Ability to communicate with and direct co-workers
- Minimum of 3 years of related supervisory experience
- Minimum 7 years experience in a Regional District/Municipal building inspection environment with some rural experience

REQUIRED SKILLS & ABILITIES:

- Strong leadership, analytical, problem solving and conflict resolution skills
- Proven ability to write reports for both internal and external stakeholders
- Ability to be self sufficient within a Microsoft Office environment and where Building Inspection data is retained within a software product
- Proven ability to self motivate and function with very minimal supervision
- Proven ability to work under pressure and on own initiative
- Proven ability to be courteous, tactful, and diplomatic
- Proven ability and skills required to provide training and mentoring to staff
- Proven history of skills upgrading, showing both the desire and initiative to keep current within the Building Inspection field.

REQUIRED LICENSES, CERTIFICATES, AND REGISTRATIONS

- Level III Certification with the Building Official's Association of BC
- Valid B.C. Drivers License and safe driving record
- Trade Certification in Carpentry and/or Plumbing.

ACCEPTANCE

I hereby accept the position of Senior Building Official understanding and duties stated above.

Employee

Date

General Manager

Date