

Career Opportunity



Position: Building Official I (Permanent)

Closing Date: September 8, 2017

About Us At the City of Kamloops, we are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates the employees who make it all happen. We offer many advantages including ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people. Kamloops provides abundant recreational possibilities for residents and visitors alike, as well as education and culture opportunities and activities.

Title Building Official I (Permanent)

Job ID 901

Pay Class Salary

Days of Work Monday to Friday

Hours of Work Summer: 7:30 a.m. - 3:00 p.m.
Winter: 8:00 a.m. - 3:30 p.m.

Position Overview Performs semi-skilled technical, inspectional, and regulatory work of a relatively complex nature limited to single- and two-family dwellings under Part 9 of the BC Building Code and the BC Plumbing Code. Field inspection work is under limited supervision, and office work is under the general supervision of the Chief Building Official/Manager. Work involves structural, residential, and some plumbing inspections; checking of construction specifications and plans; policing areas for non-permit construction; providing advice and guidance to contractors, architects, and developers; responding to general public inquiries, including suggesting corrections and work improvements; preparing statistical reports; and performing general clerical duties in the office. These duties include receiving and investigating complaints; applying and explaining bylaw requirements; laying charges by summons, municipal ticketing, or injunction; and attending court. The job involves both inside and outside work, with considerable driving between locations and walking over rough areas. Loss or damage from normal error is difficult to identify and can cause loss of service. The incumbent is responsible for exercising a considerable degree of judgement in evaluating conditions and conformity with codes and regulations in protecting the safety of others and exercising tact, diplomacy, and courtesy in dealing with members of the public in person and enforcing codes and regulations.

Responsibilities 1. Investigates and attempts to gain compliance with departmental regulatory by-laws using a variety of enforcement techniques, including discussions, warning notices, letters, municipal tickets, and prosecutions as required.

2. Examines and checks single family, duplex, and other small project plans for compliance with the BC Building Code, including the BC Plumbing Code, Municipal Zoning Bylaw, Mobile Home Bylaw, and Earthworks Bylaw before issuance of permit.

3. Conducts structural inspections of renovations, alterations, and new construction of single- and two-family dwellings to ensure conformance to provincial and municipal codes and bylaws.
4. Conducts inspections of demolitions and building removal sites.
5. Issues occupancy certificate after final inspection.
6. Issues notice to cease work when condition is warranted.
7. Co-operates with representatives of federal, provincial, and municipal departments in conducting joint inspections.
8. Performs plan checking/minor plumbing inspections during overload periods and as required.
9. Polices areas for non-permit construction and investigates complaint.
10. Assists other City staff in policing violation of bylaws.
11. Prepares a variety of reports and correspondence, including reports for presentation to City Council by a manager according to established departmental procedures.
12. Provides technical assistance and interpretation to owners, contractors, engineers, and architects relative to work.
13. May be required to give factual information in a court of law regarding building inspections.
14. Prepares reports and general correspondence, handles telephone and counter inquiries, and maintains related records.
15. Performs related work as required.

Requirements REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE

1. Working knowledge of Part 9 of the BC Building Code and BC Plumbing Code relating to single- and two-family dwellings.
2. Knowledge of building construction methods and materials.
3. Working knowledge of BC Building Code and municipal bylaw standards and regulations related to single- and two-family dwellings.
4. Ability to identify faulty or substandard material and workmanship through inspections.
5. Ability to check and interpret plans and specifications of ordinary complexity and to compare them with construction in progress and enforce changes or corrections required with firmness, impartiality, and sound judgement.
6. Demonstrated ability to prepare clear, concise reports; perform minor clerical duties; and prepare and present evidence in court as required.
7. Ability to communicate effectively, orally and in writing.
8. Ability to use tact, diplomacy, and courtesy when dealing with other staff members, architects, engineers, contractors, and trades people.

REQUIRED EXPERIENCE, LICENCES, CERTIFICATES, ETC.

1. Completion of senior secondary school or its equivalent.
2. BC Driver's Licence - Class 5.
3. BC Trade Qualification or inter-provincial carpentry ticket and/or graduation from a recognized building technology course.
4. Must have passed the Building Officials Association of BC Level I examination.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check.

Department Development & Engineering Services

Position Type Permanent full-time

Reports To Senior Building Official

City Kamloops

Province British Columbia [BC]

Country Canada [CA]

Position CUPE Salary

Hourly Wage \$34.08

Closing Date 9/8/2017

Compensation & Comprehensive benefits package available.

Benefits Overview

Please note that persons with disabilities who require accommodation with the application process may contact the Human Resources Department for assistance at (250) 828-3439.

To apply for this position, please visit our website at <http://www.kamloops.ca/hr/index.shtml>