



JOB DESCRIPTION

Job Title: **Chief Building Official**
Direct Supervisor: Director of Community Safety/Fire Chief
Hours: Full-time (as per CUPE Agreement)
File Reference: 07-2560-02

Affiliation: CUPE 374
Salary: \$47.81/Hr (July 1, 2018 Rate)
Date Approved: February 2019
Job Description is Currently Under Review

Position Summary

Reporting to the Director of Community Safety/Fire Chief, the Chief Building Official provides support and advice to the Director of Community Safety/Fire Chief, Approving Officer, Planners, Fire Inspection staff and other Development Services technical staff. The Chief Building Official is responsible for structuring, overseeing and supervising the Building Department, and conducting Building Inspection functions and issuing Building Permits, Plumbing Permits and Demolition Permits.

The Chief Building Official is an advanced position that requires a sound understanding of all BC Building and Plumbing Codes, and must have the ability to think innovatively, the ability to adjust to the political sensitivities, and have proven ability to supervise and mentor Building Officials.

Nature & Scope of Work

1. Supervises the Building division including the supervision and mentoring of Building Officials.
2. Performs the day-to-day Building & Plumbing Inspection functions.
3. Administers the maintenance and implementation of the Building Bylaw.
4. Provides uniform code interpretations.
5. Prepares related reports and correspondence.
6. Researches information related to construction techniques, materials and Building Code changes or appeals.
7. Performs inspection, regulatory and enforcement work related to residential and commercial building and plumbing construction.
8. Performs Building Code plan checks to confirm compliance with the BC Building Code.
9. Conducts detailed site inspections to confirm compliance with all applicable bylaws.
10. Maintains and updates records as required on a daily basis.
11. Acts as a public liaison representative/coordinator with respect to District building bylaw, zoning and building code issues.
12. Schedules and holds in-office meetings with contractors, builders and the general public with respect to issues arising from plan checking analysis.
13. Provides assistance for the Bylaw Enforcement Officer(s) as necessary.
14. Prepares actively, in the event of a declaration of a state of local emergency by the District of Sooke or neighboring municipality, and after ensuring the safety of family and property, to report to the Emergency Operation Centre and assist with the implementation of the Emergency Plan. Prepares, responds and organizes the response to urgent situations that do not involve a declaration of a state of emergency.
15. Other related duties as required.

Knowledge, Abilities, & Skill Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters as required.

3. Ability to work well under pressure and to a deadline.
4. Thorough knowledge of business English.
5. Thorough familiarity and proficiency with Microsoft Office.
6. Working knowledge of adopted District document management practices.
7. Working knowledge of the operations and functions of other District departments.
8. Working knowledge of related municipal legislation, i.e. *Local Government Act, Community Charter*, related statutes, laws, regulations and precedents respecting to the building industry and the BC Building and Plumbing Code.
9. Working knowledge of inspection, regulatory and enforcement work related to building construction and current trade practices.
10. Strong written and verbal communication skills.
11. Ability to effectively read and interpret information, detailed plans and specifications, present numerical data in a clear and concise manner, and skillfully gather and analyze information.
12. Technically proficient, have experience working with computerized systems, have strong analytical capabilities and can communicate effectively with co-workers, the public, elected officials, developers, professionals and other governmental agencies.
13. Excellent organizational skills.
14. Excellent teambuilding skills.
15. Demonstrate proficiency in the core competencies of:
 - a) Adaptability: Willingness to be flexible in a changing environment
 - b) Relationship Building: Establishes and maintains respectful and cooperative working relationships
 - c) Effective Communication: Communicates effectively with others
 - d) Problem Solving: Recognizes and acts to resolve problems
 - e) Organization: Organizes work so that others will understand it, in order to achieve District goals
 - f) Customer Focus: Provides excellent service to both internal and external customers

Training & Experience Requirements

1. Journeyman Certificate in the construction trade or related technical certification.
2. Building Official Level II certification, with a requirement to be certified as a BOABC Level III by February 28, 2021.
3. Minimum seven (7) years related experience in a municipal setting.
4. Technically proficient, have experience working with computerized systems, have strong analytical capabilities, and can communicate effectively with co-workers, the public, elected officials, developer, professional, and other government agencies.
5. Member of the Building Officials' Association of BC.
6. A valid Class 5 BC Driver's License.

The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

 Kenn Mount
 Director of Community Safety/Fire Chief

 Date

 Don Schaffer
 Interim Chief Administrative Officer

 Date