



JOB DESCRIPTION

Job Title: **Building Official II**
 Reports To: Chief Building Official
 Pay Grade: 7

Affiliation: CUPE Local 374
 Hours per Week: 35
 Approval Date: Sept 22, 2021

Position Summary

Reporting to the Chief Building Official, the Building Official II provides support and advice to the department and Operations department employees. The Building Official II is responsible for conducting Building and Plumbing inspection functions and issuing Building Permits, Plumbing Permits, Demolition Permits and Occupancy Certificates.

Nature and Scope of Work

1. Performs the day-to-day Building and Plumbing Inspection functions.
2. Administers the maintenance and implementation of the Building Bylaw.
3. Prepares related reports and correspondence.
4. Maintains and stays current with Building Officials' Association of British Columbia (BOABC) Building and Plumbing Code certification, Building Code changes and appeals.
5. Reviews and evaluates proposed Alternative Solutions and determines if they meet the interest of the Objective based Construction Codes.
6. Performs inspection, regulatory and enforcement work related to residential and commercial building and plumbing construction.
7. Performs plan checks to confirm compliance with the BC construction Codes, and District of Sooke Building Bylaw requirements.
8. Conducts detailed site inspections to confirm compliance with all applicable bylaws.
9. Acts as the Chief, as requested, in the absence of the Chief Building Official.
10. Maintains and updates records as required on a daily basis.
11. Provides assistance for the Bylaw Enforcement Officer(s) as necessary.
12. Performs other related duties as required.

Knowledge, Skills, and Abilities 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 at all times.
3. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
4. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
5. Thorough knowledge of business English.
6. Working knowledge and understanding of interpreting proposed Alternative Solutions to ensure that they will meet the intent of the Objective based Construction Codes.

7. Thorough familiarity and proficiency with Microsoft Office Online, records management application, and land management application, and the ability to learn other software systems as required.
8. Working knowledge of adopted District document management practices.
9. Working knowledge of the operations and functions of other District departments.
10. Working knowledge of related municipal legislation, including *Local Government Act*, *Community Charter*, and *Freedom of Information and Protection of Privacy Act*, *Architect Act*, *Building Act*, related statutes, laws, regulations, and precedents respecting to the building industry and the BC Construction Codes.
11. Working knowledge of inspection, regulatory and enforcement work related to building construction and current trade practices.
12. Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment.
13. Strong interpersonal skills and written and verbal communication skills.
14. Excellent organizational and time management skills.
15. Excellent team building skills.

Training and Experience Requirements

1. A completion of Grade 12 plus experience or education in a trade.
2. A registration of Building Official (RBO) Level 2 Certification and Certified with the Building Officials Association of British Columbia (BOABC).
3. A Plumbing Code Level 1 Certification and Certified with the Building Officials Association of British Columbia (BOABC)
4. A minimum of five (5) years' related experience including two (2) years of supervisory experience.
5. A valid Class 5 BC Driver's Licence and a current Driver Abstract.
6. A satisfactory Police Information Check.

The previous statements reflect the general duties considered necessary to describe the principal 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:

 Matthew Pawlow
 Director of Planning and Development

 Date

 Norm McInnis
 Chief Administrative Officer

 Date