

TOWN OF COMOX
CLASS SPECIFICATION

CLASS TITLE:	BUILDING INSPECTOR II
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BUILDING INSPECTOR II TASK:

NATURE & SCOPE:

This is a technical and supervisory position in the Building Inspection Division. An employee in this position, processes Building Division applications, prepares reports for consideration by the Municipal Planner including preparation of policies and bylaws, and undertakes assigned tasks and projects including research, public consultation and public information events. The Building Inspector 2 is responsible for the daily organization and direction of the Building Inspection Division and the Building Inspector I. In addition, employees in this position provide general assistance to the Municipal Planner, and technical information pertaining to Town requirements, policies and procedures in relation to Building Division permits and development, site alteration and infrastructure connection.

The Municipal Planner is the immediate supervisor for this position. The processing of Building Division Applications and the organization and direction of the Building Division is performed under the general direction of Municipal Planner with the Building Inspector II exercising considerable independent judgment and action referring matters of major impact or policy to the Municipal Planner.

TYPICAL DUTIES AND RESPONSIBILITIES:

The Building Inspector II undertakes a variety of complex activities as well as duties of a technical and standardized nature. Duties and responsibilities are inclusive of and expanded, in relation to those of the Building Inspector I position. The degree to which duties and responsibilities are supervisory versus technical varies according to operational needs as established by the Municipal Planner.

As directed by the Municipal Planner

- Supervises, co-ordinates and reviews to ensure conformance to Town requirements, policies and procedures, the work of Building Inspector I, plan checkers, technical and clerical staff engaged in the review, processing and approval of:

- Building Division applications and permits including building, plumbing, moving, demolition, and sign, and
 - development, site alteration and infrastructure connection applications and permits;
- confers with Building Inspector I and other staff on Building Code, Plumbing Code and Building Bylaw work problems, making decisions and interpretations as required;
- establishes and monitors appropriate turnaround times for the issuance of permits and other requests, develops and publishes procedures to carry out the review of such permits and makes recommendations to the Municipal Planner for significant changes in policy;
- reviews, processes and approves the following to ensure conformance to Town requirements, policies and procedures:
 - Building Division applications and permits including building, plumbing, moving, demolition, and sign, and
 - development, site alteration and infrastructure connection applications and permits;
- undertakes site assessments in relation to structures and natural and man-made physical features;
- conducts investigations on alleged violations of:
 - Building Division applications, permits and related Town requirements, and
 - development, site alteration, and infrastructure connection applications, permits and related Town requirements and bylaws;
- investigates complaints and problems related to the Building Division and ensures appropriate action is taken;
- provides technical information pertaining to Town requirements, policies and procedures to the public and internal and external contacts on:
 - Building Division applications and permits,
 - development, site alteration and infrastructure connection applications and permits, and
 - related financial charges and fees;
- interacts with the public, and internal and external contacts in a tactful, clear, concise and appropriate manner;
- initiates the preparation of and reviews legal documents related to Building Division applications and permits including covenants;
- prepares policies and bylaws relating to Building Division applications and permits for consideration by the Municipal Planner;
- undertakes research and prepares reports and background papers relating to Building Division applications and permits, development, site alteration and infrastructure connection issues for consideration by the Municipal Planner;
- obtains, compiles and analyses data for assigned projects, reports and tasks;
- tracks and follows up on assigned tasks and projects;

- co-ordinates, consults and follows-up with other staff in relation to assigned tasks and projects;
- prepares, updates, maintains and co-ordinates with other staff record keeping, data entry, GIS and the production of correspondence, notices, referrals, agendas, minutes, graphics and maps related to assigned tasks and projects;
- organizes, co-ordinates, attends and assists with public consultation and information events, Board of Variance meetings and public and advisory committee meetings;
- Acts as Secretary for the Town Board of Variance and is responsible for processing Board of Variance applications and attending Board of Variance meetings;
- assigns civic addresses;
- maintains an up-to-date level of knowledge regarding building and plumbing inspection issues; and
- performs other duties as may be assigned from time to time.

REQUIRED KNOWLEDGE AND SKILLS:

- Graduation from a University or Institute of Technology with a degree/diploma in the Civil or Building discipline and/or extensive carpentry experience to a journeyman level;
- Building Officials Association of B.C. Level 3 certification or Level 2 with Level 3 certification within 3 years of hiring;
- Plumbing Officials Association of BC Level 1 certification;
- working knowledge and understanding of:
 - relevant federal and provincial legislation and Town requirements, policies and procedures,
 - utility and municipal infrastructure systems,
 - Work Safe BC Rules and Regulations,
 - the Town's Safety Manual, and
 - safety procedures and the willingness to keep informed of current requirements;
- ability to plan, organize and manage all of the work required of the Building Division and its staff;
- excellent interpersonal, written and oral communication skills, including the ability to establish and maintain effective working relationships with internal and external contacts and applicants and to communicate tactfully and effectively, both verbally and in writing;
- ability to work well independently and as part of a team;
- ability to organize, coordinate and complete tasks and projects efficiently;
- ability to efficiently perform complex research and analysis;
- demonstrate initiative and a positive attitude at all times;

- ability to accurately read and interpret complex plans, specifications, engineered design, mathematical calculations and other data, and to compare them with construction in progress;
- ability to prepare graphics including the ability to clearly represent spatial features and interrelationships;
- ability to use, update and maintain a GIS for performing geo-spatial data processing, spatial analysis, map interpretation and creating maps and graphics for a variety of uses;
- a general proficiency in the use of computers; and
- must possess a valid B.C. Driver's Licence.

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

MK/II November 19, 2013