

Job Information

Job title	Building/Plumbing Official 2		Job Code: BPLOF2	Pay Grade: P
Title of immediate supervisor	Senior Building Official			
Department/Division	Building, Bylaw & Licensing Services/ Building Inspections			
Prepared by	R. Thomassen			
Date Created	April 17, 2023	Revised date		

Job Purpose

This position performs detailed and skilled work in the plan review and inspection of small buildings, building systems, plumbing, and the enforcement of the District of Saanich Building Bylaw, the B.C. Building Code and the B.C. Plumbing Code. (All Part 9 buildings of the B.C. Building Code)

The incumbent is responsible for examining, reviewing, and processing residential and commercial building plans of high complexity relating to new construction, alteration, renovation and repairs, and other applicable permits issued through the Building Inspection Department. Conduct inspections of work in progress at intervals to ensure that it is performed according to code requirements. The incumbent shall order compliance when deficiencies or infractions are discovered. Difficult problems relating to complex building plan, code interpretation and Bylaw Infractions are referred to more Senior Building Officials. The incumbent, however, shall work independently in the field, keep accurate records. Assists in training and advises Building/Plumbing Official 1 on interpretations of codes and bylaws and assists with difficult cases.

Duties and Responsibilities

- Performs detailed reviews and processes Building and Plumbing Permit applications and support documents for construction, renovation, and repairs to buildings for compliance with applicable codes and bylaws, *Local Government Act*, *Community Charter*, solicits corrections, evaluates stated construction values and calculates permit fees, and prepares permits for issuance.
- Conducts building and plumbing field inspections of commercial, industrial, and residential Part 9 building construction for Level 2 classification of the *Building Act*, for conformance to B.C. Building Code, B.C. Plumbing Code, Building Bylaw, and approved plans that are issued. Advises owners and contractors of deficiencies or corrections necessary, re-inspects for compliance.
- Assigns conditions to Building permits and drafts other site-specific conditions for permits.
- Responds to inquiries and complaints and conducts field investigations on violations; attempts to gain voluntary compliance to codes and bylaws through notices and letters as required.
- Assesses health and safety of Bylaw cases where owners have conducted work without obtaining required permits.
- Liaises with owners, contractors, energy advisors, building designers, design professionals, developers, the public, governmental agencies, and other municipal departments, and explains technical aspects of the Building Code, building and zoning bylaws and procedures, and provides assistance related to problem solving.
- Provides assistance, mentoring, and training to lesser classed building officials.
- Reviews business license applications, conducts site inspections, and clarifies major occupancy changes requiring building permit applications.
- Answers questions relating to codes, bylaws, and municipal procedures, providing service, assistance and direction to the public, contractors, and professionals.
- Provides advice to owners and designers regarding board of variance applications and associated regulatory processes. Liaises with other staff, reviews applications to the board, and provides assistance to the board regarding technical issues concerning Building Code, Plumbing Code, zoning and building bylaws.

- Carries out all the duties of a Building/Plumbing Official 1 as necessary to deal with departmental workload.
- Requests inspections and/or approvals by the Health, Gas, or electrical inspectors when deemed necessary.
- Assists in the development of departmental policy, processes and procedures as required.
- Posts stop work orders when construction is not in compliance with permitted construction.
- Enforces regulations as required.
- Assists the Municipality in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Prepares and submits reports or correspondence for the manager.
- Performs other related duties as required.

Qualifications

- BOABC Building Level II and Plumbing Level I Certifications are mandatory.
- Diploma from a technical college or university in engineering or architecture.
- Six years of directly related experience with codes and standards in building design, municipal bylaws and regulations, construction inspections including three years as a building and plumbing official.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

Physical Requirements

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

Working Conditions

Works in an office environment and does field inspections. Field Inspections may include confined space entry into crawl or attic spaces.