



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Job Description BUILDING INSPECTOR

Title: Building Inspector

Reports to: CAO

Department: Building

NATURE AND SCOPE OF WORK

The Village of Lions Bay, is currently recruiting for a regular part-time **Building Inspector** to head up the Building and Development, Permit, License and Inspection Department. This unionized position will report to the CAO.

Responsibilities:

- Inspect residential, commercial, industrial and institutional structures at various stages of construction to ensure conformance to bylaws, building and plumbing codes, and standards;
- Examine and review building plans, drawings and applicable documentation;
- Approve or reject work inspected and enforce changes and corrections as required;
- Issue permits for all types of construction and structures where compliance with Village Bylaws, applicable codes and regulations have been met;
- Provide input and retrieve information from the Village's property files;
- Perform searches with Land Titles and other electronic systems for inspections;
- Issuance of various related permits.

Qualifications:

- Graduation from a technical institute diploma program in Building Technology or a related subject; or completion of a recognized trades apprenticeship plus completion of code related courses, supplemented by certification as a Building Official 1 (BOABC) and considerable related experience in municipal plan checking and/or the building construction industry; or an equivalent combination of training and experience;
- Thorough knowledge of the B.C. Building Codes, Bylaws, Acts, Standards and Regulations;
- Thorough Knowledge of Plumbing Code, Municipal Bylaws and construction practices, policies and procedures governing the work;
- Thorough knowledge of best practices, methods, tools, materials, and equipment used in the various building trades;
- Thorough Knowledge of Encroachment Agreements;
- Work with Village's Board of Variance Committee;
- Ability to establish and maintain effective working relationships with a variety of external and internal contacts and to enforce standards, bylaws, regulations with diplomacy and tact;

- Ability to prepare and present evidence in court as required;
- Prepare reports and correspondence and to maintain records related to the work;
- Ability to work with minimal supervision and direction, and assume responsibility for technical decisions;
- Ability to examine, check and interpret plans, specifications and related material and communicate; effectively to provide the required information to the public, professionals and other staff;
- Computer literacy and excellent interpersonal skills are essential in this role;
- Certification as a Building Official Level 2 or 3 and Plumbing Official Level 1 is considered an asset.

Application and Selection Process

In order to be considered for this position, candidates must have the following valid and current certifications/licenses (must be valid at the time the posting closes) and these must be attached with your application. **Applications without the attached required documents below will be deemed incomplete and may not be considered. Please attach the following documents:**

- BC Class 5 (full-privilege) Driver's License. You must include with your application a current Personal Driving Record (select the 5-year option if obtaining online) that has been obtained within 6 months of the closing date. To obtain a copy of your Personal Driving Record, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report will not be accepted;
- BOABC Level 1, 2 and/or 3 certification;
- Registration as a Building Official.

Remuneration

Remuneration is outlined in the current CUPE 389 Collective Agreement, plus benefits. The hours of work are **as required and will fluctuate according to needs**. Successful candidate will be expected to provide their own vehicle; only direct work-related expenses are reimbursable. Travelling to and from Lions Bay is the responsibility of the employee.

To apply please send your statement of interest, CV, and required documents to:

Acting CAO, Ron Miller: cao@lionsbay.ca

This position is open until filled:

The Municipality of the Village of Lions Bay, is an equal opportunity employer located in Howe Sound along the Sea to Sky Highway, 9 kilometers north of Horseshoe Bay, and 30 Kilometers south of Squamish.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.