



JOB DESCRIPTION

Building Official

Department:	Development Services
Classification:	CUPE - Regular/Full Time
Wage Schedule:	"B" – Works and Services

1. Role

The Building Official facilitates development and helps to ensure our community's built environment is safe, practical yet innovative, efficient and sustainable, and meets the expectations of our community's direction and broad societal trends.

2. Nature and Scope of Work

Reporting to the Manager of Development Services, the position has overall responsibility for administration of the town's building, zoning, development and licensing related bylaws and relevant provincial and federal legislation.

The position is responsible for administering the municipality's current Building Bylaw or its equivalent, other relevant related Town bylaws, and works closely with the Fire Chief in a related capacity.

3. Primary Responsibilities

- Administers regulatory bylaws applicable but not limited to land development, building, zoning, subdivisions, signs, floodplain management, development cost charges, trade licensing, street numbering, and mobile homes.
- Examines residential, commercial, institutional, and industrial applications for building permits and administers for compliance with relevant codes, bylaws, and related legislation.
- Issues permits required by bylaws associated with the above responsibilities.
- Prepares reports and records of inspections and maintains an up-to-date filing system for the administration of permits issued.
- Performs on-site inspections of buildings, structures, and systems.
- Assists the public, applicants, and clients with interpretation of Provincial legislation and bylaws under administrative responsibility.
- Investigates complaints concerning alleged violations and issues recommendations and orders for remediation of the violation; follows up to ensure compliance with directives.
- Gives evidence in court in defense of matters related to the administration of bylaws under jurisdiction.
- Submits reports as required to outside agencies such as CMHC and Statistics Canada regarding building activity.
- Prepares and submits reports as required on costs, revenues, and progress associated with administration of the duties of the position.
- Performs other related duties as required.

4. **Secondary Responsibilities**

- Provides direct assistance to the Department with matters under jurisdiction; provides work plan input and budget advice when necessary.
- Establishes and maintains effective working relationships and deals fairly, impartially, and firmly with developers, contractors, consultants, and external agencies.
- Prepares clear and concise reports; organizes a working schedule to meet deadlines and priorities when required.
- Undertakes professional development and networking opportunities as approved by the Manager of Development Services and as necessary to ensure continuous improvement in educational capacity, skills, and abilities.
- Acts in a capacity as steward for workplace safety, security, and functionality of Town Hall associated with the HVAC system, appliances, and logistical needs.
- Performs other duties as required, including outside normal working hours as required.

5. **Supervision**

The position reports to the *Manager of Development Services* and has no supervisory authority.

6. **Minimal Qualifications**

Education and Experience

- (Upon hire) **Level 1 Building qualification** in accordance with the *Building Act of British Columbia* with the *Building Officials Association of British Columbia*.
- **Level 2 Building certification** with the *Building Officials Association of British Columbia* within 36 months of hire.
- Possession of a valid and current Driver's License.
- Thorough knowledge of building construction, methods and materials.
- Thorough knowledge of bylaws, codes and relevant legislation affecting the construction and repair of buildings.

Specific Skills

- Ability to communicate effectively both orally and in writing and to deal courteously, tactfully, impartially and firmly with the public, contractors and trades people.
- Ability to read and understand codes, bylaws, legislation, blueprints, legal plans, and related technical material; ability to interpret and apply such material to a range of building situations.
- Ability to organize work schedules to meet required deadlines and perform inspections in a timely manner.
- Working understanding of the Land Title System and BC Assessment Authority records.
- Working knowledge of personal computers in a network and Windows environment; working knowledge of Microsoft Office products, particularly Outlook and Word.

7. Preferred Qualifications and Desirable Skills upon Hire

- *Level 2 Building Certification from the Building Officials Association of British Columbia*
- *Level 1 Plumbing Certification from the Building Officials Association of British Columbia*

8. Step Progression

Step	Assigned Following	Pending	Educational/Experience Requirements
I	Initial Hire	AND	Minimum initial hire qualifications per s. 6
II	12 months	AND	Achievement of <i>Level 1 Plumbing</i> certification
III	24 months	AND/OR UPON	Achievement of all <i>Level 1 Building</i> certification requirements with the <i>Building Officials Association of British Columbia</i>
IV	36 months	UPON	Achievement of <i>Level 2 Building</i> certification with the <i>Building Officials Association of British Columbia</i>
V	Indefinite	UPON	Achievement of <i>Level 3 Building</i> certification with the <i>Building Officials Association of British Columbia</i>

*New recruits may be assigned a Step commensurate with achievements and experience.

9. Remuneration

Wage, terms, and work schedule are as indicated in the Town of Golden and CUPE Local 2309 Collective Agreement and applicable Letters of Understanding.

10. Replacement

This Job Description replaces and nullifies all previous and jointly ratified Job Descriptions having in whole or in part the title of *Building Official*.

This Job Description is hereby accepted under the terms and conditions stated above as of
 This 16th day of July, 2020.

ORIGINAL SIGNED BY

 Jon Wilsgard
 Chief Administrative Officer
 Town of Golden

ORIGINAL SIGNED BY A. TAYLOR

 David Hedges
 President, Local 2309
 CUPE

A job description cannot predict every eventuality that may occur in the work place. This document is therefore general in nature, may not account for related duties that may occasionally be required of the staff member performing the job, and is subject to change pending authorized approval.