



# Job Description

## Senior Building Official

*Nelson & Creston, BC*

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Building Manager

**TITLE OF IMMEDIATE SUBORDINATES:** Building Officials, Development Technician, Building Administrative Assistant (Creston only)

**DEPARTMENT:** Development and Community Sustainability Services

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### SUMMARY OF POSITION:

Reporting to the Building Manager, the Senior Building Official will leverage their experience and knowledge of the BC Building Code, RDCK Building Bylaw, other codes and standards, bylaws and regulations to act as a key technical resource to the Building Department team, helping to develop both hard and soft skills required for success. This role is the first point of contact for Building Officials for inspection and permitting questions and directly supervises staff on their team, aiming to provide consistent, high-quality Building Inspection services across the RDCK. This role exercises considerable tact, diplomacy and judgement in all interactions with clients, professionals, staff and elected officials. The incumbent will promote and encourage teamwork, developing staff competence with a collaborative approach to problem solving - providing staff the knowledge and resources they need to be successful in an environment of continuous improvement.

This position requires regular travel throughout the service area, with occasional travel to other parts of the Regional District.

The Senior Building Official may act as the Building Manager in their absence.

### ROLE AND RESPONSIBILITIES:

1. Provides leadership and supervision to direct reports, including development, and performance management.
2. Acts as a key technical leader to their team, supporting and developing Building Officials' capacity and skills.
3. Assists and directs Building Officials in the Plan Review and Inspection of Simple and Complex Buildings, categorized under Part 3 and Part 9 of the B.C. Building Code.
4. Assists Building Officials to resolve complicated, contentious, or sensitive issues and provides additional inspection, direction and advice as required.
5. Operates in an environment of continuous improvement; makes recommendations to the Building Manager, and undertakes work to improve/create Building team procedures, policy and key guidance

documents.

6. Responds to inquiries from builders, property owners and the public, relating to building permit requirements deriving from RDCK and British Columbia Provincial Statutes.
7. Reviews and approves plans and building permit applications for Standard and Complex buildings by coordinating approvals and issuance for building permit in compliance with the Building, Plumbing, and Fire Codes, other Provincial legislation, local bylaws and permits. Ensures results are communicated to the owner, contractor on site and design professionals, and calculates fees in accordance with RDCK Building Bylaw.
8. Inspects construction for compliance with BC Building Code, RDCK Building Bylaw requirements and conformity with approved plans in compliance with the relevant inspection schedule.
9. Provide advice and support to proponents to ensure ongoing compliance with BC Building Code and RDCK Building Bylaw.
10. Monitors illegal construction and/or applicable bylaw infractions and takes appropriate action to rectify including but not limited to issuing Stop Work Orders, Do Not Occupy and related enforcement activities, and issuing tickets under the Municipal Ticketing Information Bylaw authority.
11. Responds to inspection calls and enquiries regarding procedures, interpretation of code and building bylaw.
12. Maintains up-to-date knowledge of building technology and associated regulations and ensures that required certifications are current.
13. Works with planning staff in the review of development proposals and permits.
14. As required, covers other Building Official's geographic area to ensure the ongoing provision of Building Permit and Inspection Services during approved staff absences.
15. Performs other duties as required.

#### **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- Significant knowledge and ability to apply BC Building, Plumbing and Fire Codes, Local Government Bylaws and Procedures, Provincial Statutes and Enactments relevant to building construction and property development;
- Post-secondary diploma or degree in Building Sciences, Science or trade certification in Building and/or Plumbing;
- Minimum of 2 years of related supervisory experience;
- Minimum 5 years' experience providing building inspection services, ideally in a regional district, municipal and/or consulting environment;
- Level 3 Certification with the Building Officials Association of British Columbia;
- Level 1 Plumbing Certification with the Building Officials Association of British Columbia or eligibility to attain;
- RBO and/or BCQ qualification is desirable;
- An equivalent combination of education and experience may be considered;
- Satisfactory Criminal Record; and
- Valid BC Drivers License and satisfactory Drivers Abstract.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to effectively lead a team, providing direction, training, coaching/mentoring, and performance management as required.
- Demonstrated understanding of the statutory duties of a Building Official under the Community Charter and Local Government Act;
- Considerable knowledge of the BC Building Code, Plumbing Code, National Fire Protection Association (NFPA) Standards and relevant federal, provincial and municipal statutes, regulations and bylaws;
- Considerable knowledge of building construction methods and materials including sprinkler systems;
- Demonstrated understanding of BC legal regulatory system and code of ethics for Building Officials;
- Professional written and verbal communication skills, including the ability to adapt communication style to best assist the stakeholder, and to present complex technical information in a manner that can be understood by non-technical people;
- Knowledge and proficiency in advanced use of Microsoft Office, Building Inspection databases, Tempest technology and building software;
- Ability to learn and become proficient in new technologies and computer programs;
- Proven ability to work under pressure, while efficiently managing multiple deadlines;
- Demonstrated problem solving skills with the ability to deal with stakeholders in a courteous, tactful, and diplomatic manner at all times;
- Strong attention to detail;
- Ability to read and interpret building plans, maps, legal descriptions, rights of way, easements and covenants;
- Ability to meet the physical requirements of the position;
- Ability to recognize and provide advice regarding geotechnical matters related to building safety; and
- Demonstrated commitment to the RDCK values of Health and Safety, Accountability, Integrity and Respect;

**ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

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Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date

