

MUNICIPALITY OF CROWNEST PASS

JOB DESCRIPTION

BUILDING INSPECTOR

TITLE:	BUILDING INSPECTOR
REPORTS TO:	CHIEF ADMINISTRATIVE OFFICER
REVISION DATE:	JULY 2005

POSITION SUMMARY

Performs skilled inspection work enforcing compliance with the Municipality's Quality Management Plan, codes, standards and regulations and by-laws pertaining to building and **fire safety**. Examines plans and specifications for all buildings to ensure compliance with applicable codes, standards and regulations.

Job Requirements

1. Inspects and reports on all buildings being erected, repaired and altered to ensure compliance with the building by-laws, codes, standards and regulations.
2. Inspects and reports and takes appropriate action on any work being done without the necessary permits.
3. Inspects, reports and ensures that any hazardous or unacceptable conditions involving all buildings are corrected.
4. Inspects buildings with respect to approval or rejection of Certificates of Occupancy or Occupancy Permits.
5. Prepares written reports, makes sketches, prepares correspondence and prosecution data on inspections carried out and makes court appearances as necessary.
6. Examines drawings, and specifications to ensure compliance with the code.
7. Recommends changes to building by-laws, codes, standards and regulations.
8. Maintains liaison with the Health authorities, Fire Departments, and others including relative Provincial Departments, as may be required on various projects.
9. Perform related duties compatible with the position title as may be assigned by the Chief Administrative Officer from time to time; and
- 10. Conducts Fire Inspections as required according to the Quality Management Plan**
11. May be required to provide a private vehicle.

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Knowledge, Abilities and Skills

- Must have a thorough knowledge of building materials and methods of construction and a basic knowledge of plumbing and mechanical systems.
- Should have a good knowledge of building and related by-laws, codes, standards and regulations.
- Demonstrated ability to read building plans and specifications, prepare legible, concise and accurate reports, correspondence and sketches.
- Ability to interpret codes and convey this information to others associated with the work.
- Must be willing to attend training sessions to keep aware of current technology and enroll in building inspector certification programs that may be available from time to time.
- A basic knowledge of computers is desirable.

Experience and Education

- Minimum Grade 12 High School Diploma supplemented by a Certificate of Competency from the Alberta Safety Codes Council with a Safety Codes Group 2 designation and a **Level 1 Fire designation**. Lesser qualifications may be considered.
- A certified Journeyman carpenter with a good cross-section of experience in various phases of building construction, or a certified engineering technician/technologist who has completed courses related to the design and construction of buildings, or an equivalent combination of experience and education.
- A minimum of two years experience as a supervisor of building construction projects.
- Valid Class 5 Alberta Operator's License

Personal Attributes

1. The Building Inspector shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Building Inspector shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. The Building Inspector shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The Building Inspector must often work alone or work with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure and strict time lines.