



**BUILDING INSPECTOR II
(BUILDING OFFICIAL LEVEL 2)**

NATURE OF WORK: This is a technical administrative position dealing with construction plan reviews and building construction inspection work. The successful candidate will complete plan reviews, issue building permits, and carry out building inspections related to Building & Development Permit Applications. The successful candidate will also provide policy guidance and direction to other staff and the general public in accordance with applicable bylaws and regulations.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Development Planning and works operationally with the Chief Building Official.
- Works closely with all members of the Planning and Heritage Department.
- Develops and maintains working relationships with department managers, supervisors, and all City employees to assist with Building and Development related functions.
- Works closely with City legal advisors, Development Officers, Police Services, Building Inspectors and Fire Services with regards to Bylaw and Code interpretations.
- Communicates frequently with contractors, architects, engineers, property owners, applicants, and the general public on behalf of the City.
- Develops and maintains relationships with service providers, external agencies, consultants and associated professional groups.
- As a committed member of the City of Charlottetown team, the Building Inspector will act as a positive role model for all employees throughout the organization.
- Deals with the general public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS AND ACCOUNTABILITES:

- Reviews construction drawings submitted to the City to determine if they comply with the National Building Code of Canada and applicable bylaws and regulations.
- Conducts site visits and inspections on new construction, renovations, and rehabilitation work within the City to ensure that the work conforms to all related Standards, Codes and Bylaws.
- Accepts applications for building permits, advises applicants on standards and procedures, and maintains good public relations with applicants at all times by exercising tact, diplomacy, fairness, and a high level of public service.
- Liaises with professional associations, government agencies and members of the construction industry where needed.
- Files building permits and prepares and files reports regarding site investigations and inspections under the operational supervision of the Chief Building Official.
- Investigates complaints with respect to Building Code violations; acts as a witness in prosecutions under the Bylaws, and issues violation notices as required.
- Prepares complaints for actions against violators of Bylaws and confers with City Legal advisors and the Manager of Development Planning in consultation with the Chief Building Official regarding bylaw and code interpretation.
- Attends meetings of Planning and Heritage Boards as a staff resource where needed.
- Reviews building designs submitted that utilize the alternative measures section of the National Building Code of Canada.
- Issues Stop Work Orders and Compliance Orders to applicants/owners of properties where applicable.
- Perform other related duties, responsibilities and functions as may be required and as assigned by the Manager of Development Planning in consultation with the Chief Building Official.

REQUIRED COMPETENCIES:

- Extensive knowledge of building construction practices, materials, and equipment, including structural, mechanical, electrical, and plumbing.
- Demonstrated experience in using the adopted version of the National Building Code of Canada, and applicable Bylaws.
- Ability to read and interpret building construction drawings to determine the best means to fulfill required inspections after building, repair or alteration has begun.
- Ability to compile and present technical reports.
- Ability to effectively enforce the building code bylaw during plan reviews and inspections.
- Ability to effectively order work to be uncovered for the purposes of verifying code compliance.

- Ability to work and complete tasks independently with minimal supervision.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office and other technical software related to duties (e.g., database software, review software).
- Sound judgment and excellent decision-making skills.
- Excellent writing and communication skills and a high level of attention to detail.
- Exceptional interpersonal skills with a strong sense of public service.
- A demonstrated ability to deal with sensitive or confidential matters with discretion and tact.
- Advanced verbal and written communication skills and the ability to engage with others.
- Excellent analytical, organizational and time management skills and the ability to work as part of a team in a fast-paced environment to meet deadlines.

REQUIRED QUALIFICATIONS:

- A post-secondary degree, diploma or formal training in construction, architecture, civil engineering, engineering technology, building science, construction technology or a related field is required.
- A minimum of five (5) years of experience in building construction, design, project management, or inspections. Experience related to the use of building codes, municipal bylaws and relevant regulations would be considered an asset.
- A minimum of one (1) to two (2) years of experience as a Building Official in a municipal environment.
- Must be eligible for appointment as a Level 2 Building Official in accordance with the Prince Edward Island Building Codes Regulations, which entitles the holder to complete plan reviews and inspections in respect of any building that is within the scope of the Building Code.
- A provincial certification in a skilled construction-related trade or as an engineering technologist would be an asset.
- Must have access to a vehicle and maintain a valid P.E.I. Driver's License or equivalent.
- An equivalent combination of education and experience may be considered.

Salary: \$69,568.35 - \$81,845.47 as per the UPSE Collective Agreement.

How to Apply:

Please submit a cover letter and detailed resume by e-mail to jobs@charlottetown.ca Your application must be clearly marked "**Application for Building Inspector II**" and submitted by **September 10, 2024, at 4:00 PM.**

Please ensure your application clearly demonstrates how you meet the noted qualifications as

applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4160.