

**BUILDING INSPECTOR 1
(BUILDING OFFICIAL LEVEL 1)
(18 Month Contract)**

NATURE OF WORK: This is a technical administrative position dealing with construction plan reviews and building construction inspection work, including complete plan reviews, issue Building Permits, and carry out building inspections related to Building & Development Permit Applications under Part 9 of the National Building Code of Canada, and 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 departmental 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.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS AND ACCOUNTABILITES:

- Reviews building plans submitted to the City under Part 9 of the National Building Code of Canada to determine if they comply with the Code, applicable Bylaws and Zoning regulations.
- Liaises with professional associations, government agencies and members of the construction industry.

- Conducts site inspections on new construction, renovations, and rehabilitation work within the City with respect to Part 9 buildings to ensure that the work conforms to all related standards, codes, and bylaws.
- Accepts applications for Building Permits, advises applicants on standards and procedures.
- 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.
- 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 as required.
- 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.
- Performs other related duties, responsibilities and functions as may be assigned.

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 as it relates to Part 9 buildings.
- Ability to read and interpret building construction drawings to determine the best means to fulfill required inspections after building, repair or alteration has begun for Part 9 buildings.
- Ability to compile and present technical reports.
- Ability to effectively enforce the building code bylaw during plan reviews and inspections for Part 9 buildings.
- Ability to effectively order work to be uncovered for the purposes of verifying code compliance for Part 9 buildings.
- Advanced verbal, and written communication skills and the ability to engage others.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software.
- Excellent judgment and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.

- Exceptional interpersonal skills paired with the demonstrated ability to build and maintain strong relationships with management, staff, and the public.
- A strategic and creative thinker with the ability to work with detailed processes.
- Advanced organizational and time management skills to meet frequent and aggressive deadlines.
- Ability to grasp concepts, methodologies, and approaches quickly and can develop and implement them effectively.
- Good personal mastery and performance as a team player, with proven ability to role model the behaviours associated with a constructive culture and a commitment to health, wellness, and safety.
- Knowledge of the Occupational Health and Safety Act and the City of Charlottetown’s Health and Safety Policies, Procedures and knowledge of hazards and safety precautions applicable to the work.
- Ability to work overtime on occasion to accommodate evening meetings and events.

REQUIRED QUALIFICATIONS:

- Grade 12 or equivalent is required.
- A post-secondary degree, diploma or provincial certification in construction, architecture, civil engineering, engineering technology, building science, construction technology or a related field would be considered an asset.
- A minimum of two (2) years of experience in construction, restoration work or inspections with an in-depth knowledge of applicable codes, bylaws, and zoning regulations.
- Minimum qualified Level 1 Building Official as per the Nova Scotia Building Officials Association (NSBOA) or minimum qualified Level 1 Building Official as per the New Brunswick Building Officials Association (NBBOA). Equivalent building official qualifications from another Provincial jurisdiction may be considered where the individual is eligible to be qualified as a Level 1 Building Official as per the Building Codes Regulations of the Prince Edward Island Building Codes Act.
- Must have a valid P.E.I. Driver’s License.
- An equivalent combination of education and experience may be considered.

Salary: \$61,537.06 - \$72,396.12 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 I**” 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 902-629-4110.