

**CITY OF YELLOWKNIFE
JOB DESCRIPTION**

February, 2014

POSITION TITLE: Building Inspector II

220-108U/125U/139U

DEPARTMENT: Planning & Development

DIVISION: Inspections

LOCATION: City Hall

SUPERVISOR'S TITLE: Manager, Building Inspections

SUMMARY OF THIS POSITION

Under the general direction of the Manager, Building Inspections, the incumbent is responsible for the administration, interpretation and enforcement of the National Building Code, the National Plumbing Code, the City of Yellowknife Building By-law and other applicable standards and regulations on all new construction, alterations, repairs and demolition of buildings and structures. This includes being responsible for the efficient delivery of building inspections from the initial enquiry and permit application through plan examination, field inspections to monitor compliance, record-keeping, general energy efficiency use and possible upgrade recommendations, assistance to the customers, writing letters, reports and any other related documents, working with other staff on related enforcement activities and other duties as assigned. The incumbent assists the Manager, Building Inspections, with working on policies, legislation and special projects. Due to the seasonal construction industry, the incumbent may be required to work overtime. This position also requires the incumbent to use his or her own personal vehicle for business purposes per City policy.

OUTLINE OF DUTIES

- Administers and interprets all applicable codes, standards and legislation which is done by:
 - Reviewing detailed construction plans received from architects, engineers, builders, homeowners, developers, Territorial and Federal governments to ensure compliance with the structural, fire safety, public safety and health regulations established through the National Building Code, the National Plumbing Code, the Office of the Fire Marshall Technical Bulletins and the City of Yellowknife Building By-law.
 - Liaising with designers, architects, engineers, building and mechanical contractors and the general public to provide interpretation and application of regulations, codes and standards related to appropriate construction procedures, permit and approval processes and enforcement procedures where necessary.
 - Liaising with the Office of the Fire Marshall, Electrical, Boiler and Gas inspectors of the Government of the Northwest Territories to maintain consistency of interpretation of codes and standards.

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- Providing general energy efficiency recommendations and possible upgrades, details and explanations in regards of use of materials and methods.
 - Issuing a range of building and mechanical permits.
 - Carrying out field inspections at specified periods during the construction, additions to or renovation of buildings to record conformity to conditions of permit issuance and compliance to the minimum standards of the National Building Code and Building By-law.
 - Conferring with architects, engineers, contractors, builders and the general public in the field and office to resolve complaints and answer questions regarding examination, corrections, conditions of permit approvals and use of alternative methods or materials.
 - Collecting all the necessary documents and coordinating all involved departments and agencies for issuing Occupancy Certificates.
- Enforces the City of Yellowknife Building By-law and Building Code by:
- Enforcing compliance by verbal and/or written direction citing the section of the By-law that is non-compliant and establishing a date to correct the violation.
 - Seeking collaboration with customers in order to correct non-compliant items.
 - Issuing fines and orders as prescribed by the Building By-law until the violation is corrected.
 - If still unsuccessful, coordinating with the Municipal Enforcement Division to have a “Summary Conviction” issued.
- Performs administrative functions relating to the Inspector’s position, which is done by:
- Maintaining permit records of approvals granted, inspections made and all necessary follow-up to amendments ordered.
 - Providing in person, electronically or by phone information to the general public regarding regulations, By-law procedures, technical details and any other related inquiry.
 - Collecting data for statistical purposes through the division’s reporting system.
 - Timely and orderly maintenance of division digital files.
- Performs other related duties or assignments as directed by the Manager such as, but not limited to, the following: research in regards to policies, legislation and special projects; assisting in organizing presentations to the public and/or other employees; updating the division website pages and assisting in writing by-law amendments.

SPECIFICATIONS

KNOWLEDGE, EDUCATION & EXPERIENCE

The work requires the following knowledge and abilities at an advanced level: Comprehensive knowledge of building construction techniques; appropriate use of building materials and stages of construction; principles of building science and energy efficient building practices; knowledge of building, plumbing, and heating and ventilation codes and regulations; skills in reading, interpreting and reviewing plans, drawings and specifications and in applying regulations; knowledge of office computer operations, Microsoft Office including Excel, PowerPoint and Word as well as other software and applications used in the department. The position requires the ability to effectively and diplomatically communicate complex technical information, orally and in writing to contractors, developers, property owners, other employees, consultants, other governmental agency representatives, elected officials and the general public.

The position requires a three year diploma in Architectural or Mechanical Engineering Technology or any related equivalent diploma or degree and a minimum of three years of related experience in the construction industry. The position requires certification as a Level 2 Building Code official. The position also requires a valid NWT Class 5 driver's license. The incumbent is required to use his or her own personal vehicle for business purposes per City policy and expenses will be compensated according to policy and the relevant Collective Agreement.

EFFORT

MENTAL

The position is involved throughout the work day in multi-tasking. There can be stressful situations when dealing with changing priorities (on a daily basis) and working to deadlines. The position encounters confrontational situations with permit holders (i.e. To resolve differing code requirements and interpretations) and during public and industry consultations or contacts when their expectations cannot be met.

PHYSICAL

There is the requirement to work in a standard office setting and to use standard office equipment including a computer (ergonomic principles need to be followed). There is also field work involved during inspections of various construction and building sites which requires the ability to walk, climb, stoop and work in cramped conditions and possibly tolerating extreme fluctuations in temperatures. The incumbent must also be able to walk, climb, stoop and work in cramped conditions for the inspection of various construction and building sites and to be able to tolerate extreme fluctuations in temperatures while performing inspections or other duties. The ability to communicate clearly and effectively in person, electronically and over the telephone is essential.

RESPONSIBILITY

RESOURCES

There is a need to exercise good judgment in the enforcement of the codes, by-laws and regulations to order amendments to building plans or to stop work on construction. Failure to exercise proper judgment may result in unnecessary expense to the owner and possible expense to the City of Yellowknife as well as embarrassment and loss of goodwill.

WORKING CONDITIONS

ENVIRONMENT

Approximately fifty percent of the work is performed in an office environment and the other fifty percent is performed on construction sites. At times, these inspections can occur in extreme cold weather conditions.

HAZARDS

There are hazards associated with this position especially when on construction sites requiring the use of personal protective devices. The ability to recognize hazards and implement safe working practices and procedures as stipulated in applicable Federal/Territorial/Municipal laws and regulations as well as Material Safety Data Sheets (MSDS) is required. Due to the nature of the seasonal construction industry and associated deadlines and volume of work, there is a stress factor that is inherent in the job and the incumbent must be able to manage that appropriately.

I have read and understand this job description. The Human Resources Division has informed me that it is a general description of the duties and responsibilities and qualifications required for my position, which forms the basis for my classification level and against which my performance will be evaluated.

Employee's Signature

Date

Department Head's Authorization

Date

Human Resources Authorization

Date

City Administrator's Authorization

Date

#9615, V4