

POSITION TITLE:	Building & Plumbing Inspector	POS. NO:	834
DEPARTMENT & DIVISION:	Development Services	EFFECTIVE DATE:	March 15, 1995
REVIEWED OR AMENDED DATE:	Amended October 2026	APPROVED BY:	Director of Development Services

POSITION FUNCTION

Perform inspections of buildings, plumbing, and business licence applications, ensuring compliance with bylaws and codes.

KEY DUTIES

Conduct site inspections at various locations; review plans, analyze permit applications and work of contractors to confirm compliance with Municipal specifications, Fire Code, BC Building and Plumbing Codes; issue permits.

In consultation with the director, issues stop work orders and no occupancy orders when there are violations of bylaws.

Perform final inspections; issue occupancy permits for completed buildings.

Provide information, technical advice and alternatives to the public, Council and other departments on the BC Building and Plumbing Codes; process business licences, building and plumbing permit applications; conduct building and plumbing inspections.

Assist with bylaw enforcement; identify methods by which deviations from Municipal standards can be addressed such as proceeding with forced bylaw enforcement; prepare correspondence and reports as required.

Perform related duties where qualified.

INDEPENDENCE

Work is generated by applications received, assigned by supervisor, or performed in accordance with established procedures.

Work is reviewed through discussion and meetings with supervisor.

Issues of Code or bylaw interpretation are discussed with supervisor.

WORKING CONDITIONS

Physical effort:

Crawl through attics and crawlspaces during work site visits. (often)

Mental effort:

Meet multiple deadlines and requests for service; resolve conflicts with builders. (frequent)

Visual/auditory effort:

Focus on a variety of plans and printed material for short periods. (frequent)

Work environment:

Office.

Presence on construction sites. (often)

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities.

Communicate effectively verbally and in writing.

Read and interpret technical reports, plans, codes and regulations.

Understand and apply the principles of carpentry and plumbing.

Deal with builders using tact and diplomacy.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

High school graduation.

Diploma from a technical college or university in engineering or architecture.

Current and valid Class 5 B.C. Drivers Licence.

Building Officials Association of B.C. (B.O.A.B.C.) Level 1 Certification and Level 2 Plumbing Certification.

Experience:

2 years of related experience.

Or:

An equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: 6 months