



Regional District of Bulkley-Nechako Building Inspector

The Regional District of Bulkley-Nechako is seeking a qualified person to fill the position of Building Inspector. The Building Inspector duties involve undertaking the day-to-day work associated with implementing the Building Bylaw, including the review and issuance of building permits and performing building inspections under the direct supervision of the Senior Building Inspector. The position also involves some Bylaw Enforcement duties associated with enforcing building and land use planning regulations.

Reporting to the Director of Planning, and under the direct supervision of the Senior Building Inspector, the Building Inspector will be responsible for all activities associated with implementing the Regional District's Building Bylaw and undertaking the statutory responsibilities assigned to a building inspector.

The starting wage for the Building Inspector position is \$44.08 per hour and includes a comprehensive and competitive benefits package.

Responsibilities and Duties:

- Respond to public enquiries regarding the building bylaw and building inspection process.
- Receive, review, and issue building permits.
- Provide building inspections services in accordance with contract requirements.
- Inspect property and construction for compliance with the applicable Building Bylaw and BC Building Code.
- Work with property owners and the public to gain compliance with the applicable Building Bylaw.
- Maintain detailed and accurate records of the building permit and inspection process.
- Determine the extent of damage to a building in relation to Section 532 (1) of the *Local Government Act*.
- Make recommendations to the Regional District Board regarding building and structures that may be unsafe or in contravention of a Provincial building regulation or the Building Bylaw in relation to Section 73 of the *Community Charter*.
- Make recommendations to the Regional District Board regarding the registration of a notice on title of property in the land title office in relation to Section 57 of the *Community Charter*.
- Consider whether construction may be on land that is subject to or is likely to be subject to hazard in accordance with Section 56 of the *Community Charter*.
- Undertake site inspections for Regional District staff as necessary to evaluate site conditions and determine site activity.
- Deliver public hearing notices, stop work orders, and letters to property owners, as required.
- Work with legal counsel to evaluate enforcement options and undertake enforcement action.
- Perform related work and other duties as required.

**Qualifications:**

- Secondary School graduation.
- Working knowledge of the BC Building Code and building practices and procedures.
- Ability to attend training, take courses, and pass exams as necessary to meet Provincial qualification requirements for a Building Official.
- Continued registration with the Building Officials Association of BC.
- Ability to work with the public, and enforce the Building Bylaw with tact, impartiality, and sound judgement.
- A combination of education, training, and practical experience related to the above may be considered.
- Valid Class 5 BC Driver's License.

Other Desirable Skill/Knowledge:

- Familiarity with Word, Excel, Outlook and similar office software applications.
- Knowledge of applicable provincial legislation and regulations.
- Understanding of court procedures and the ability to collect and document evidence.
- Ability to interpret bylaws and regulations to the public, to provide information and assistance to the public, and to communicate effectively orally and in writing.
- Political sensitivity and ability to work under pressure.
- The ability to maintain confidentiality and public privacy.

Applications will be accepted until the position is filled, with review beginning on Friday, May 23, 2025. Resumes should be addressed to:

Jason Llewellyn, Director of Planning

Subject Line: Building Inspector

Email: hr@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0