



MUNICIPAL INSPECTOR with the DISTRICT OF PORT HARDY



Located on the northern most tip of beautiful Vancouver Island, Port Hardy is a wilderness paradise that invites both locals and tourists to “Live the Adventure.” From its traditional resource-based “roots” to today’s emerging eco-tourism, green energy and aquaculture sectors, the region remains committed to maintaining a wholesome, unspoiled natural environment for its 4,132 (2016 census) residents and three neighbouring First Nations bands.

The District offers contract building inspection services to Port McNeill, Port Alice and Coal Harbour making this position diverse. In recent years, the cost of construction in Port Hardy has increased with new development occurring and major renovations to key facilities including the Airport, RCMP office and the installation of a new Coast Guard Depot on the horizon.

The District is a great place to work with a strong support team of staff and managers.

The District is seeking an individual to fill the role of Municipal Inspector, a position that is responsible for:

- Processing applications for building permits related to new construction and alterations / renovations / additions / relocation / demolition to/of existing buildings and structures;
- Examining and reviewing building plans, drawings and applicable documentation to ensure conformity with bylaws, codes (Building, Fire and Plumbing) and related standards;
- Inspecting buildings and properties to ensure compliance with bylaws, codes and standards;
- Enforcement of the Provincial Fire Code and as local assistant to the fire commissioner, ensuring implementation of and compliance with the requirements of the Fire Services Act and regulations;
- Reviewing and processing applications and conducting inspections associated with solid fuel burning appliances;
- Reviewing and processing of applications for business licence and sign permit to ensure conformity with the applicable regulations;
- Undertaking activities associated with bylaw enforcement;
- Responding to public enquiries;
- Assisting with preparation of the annual budget related to Municipal Inspection services; and,
- Oversee and assist with maintenance matters related to the District owned buildings.

The preferred candidate will possess the following skills and qualifications:

- Works extremely well with people and is able and willing to provide customer service that is second to none.
- Minimum grade 12 or equivalent;
- Minimum Level 1 certification from the Building Officials’ Association of British Columbia with the ability to achieve Level 2 certification by February 2021;
- Level 1 certification from the Plumbing Officials’ Association of British Columbia;
- Bylaw Compliance, Enforcement and Investigative Skills – Level 1 certification with the Justice Institute of BC;
- Experience working in a local government context;
- Thorough knowledge of the Building, Fire and Plumbing Codes;

- Class 5 driver's licence;
- Reasonable knowledge of office administration procedures, computers and related software such as Noratek Solutions Inc.'s Building Reporter inspection software.

The District offers an excellent benefit package, the wage range is \$45.00-\$47.00 p/h commensurate with experience and qualifications. Qualified candidates are encouraged to submit a letter of interest, detailed resume and references by **4:00 pm Thursday August 6, 2020** via mail, email or fax to:

Heather Nelson-Smith, Director of Corporate and Development Services
District of Port Hardy, PO Box 68, Port Hardy, BC V0N 2P0
email: careers@porthardy.ca Tel: 250-949-6665 Fax: 250-949-7433
www.porthardy.ca.

We thank all applicants for their interest, but only those selected for an interview will be contacted.

DISTRICT OF PORT HARDY

POLICY MANUAL

ADMINISTRATION POLICY EMPLOYEES

MUNICIPAL INSPECTOR JOB DESCRIPTION

POLICY #AP 3.4

Approved: October 15, 1997 Amended: April 17, 2008 and May 7, 2013

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Duties/Responsibilities

Reporting to the Director of Corporate & Development Services, Municipal Inspector is responsible for:

- 1) Performing those duties (e.g. processing of applications, plan checking, inspections, etc.) required to facilitate implementation of the applicable provincial legislation (e.g. Building and Plumbing Codes) and regulations associated with the District's bylaws, in relation to the construction, alteration, renovation, repair, relocation or demolition of buildings and structures.
- 2) Prescribing conditions governing the validity of permits, inspections of works, and calculating and collecting permit fees.
- 3) Ensuring that applicants for permits or licences provide the District with certification by qualified professionals (e.g. engineers, architects, etc.) that the plans submitted comply with provincial building codes and other applicable enactments where required.
- 4) Enforcement of the Provincial Fire Code and as local assistant to the Provincial Fire Commissioner, ensuring implementation of and compliance with the requirements of the Fire Services Act and regulations;
- 5) Enforcing the District's bylaws including responding to complaints, investigating alleged or purported contraventions and implementing measures to deal with confirmed infractions.
- 6) The organized filing and safe keeping of all as-built plans, mapping and technical drawings.
- 7) Attending meetings of Council and the Board of Variance as required.
- 8) Reviewing and processing applications and conducting inspections associated with solid fuel burning appliances.
- 9) Assisting with the processing of applications for business licence and the enforcement of matters related to business licencing.
- 10) Processing applications for sign permit and the enforcement of regulations related to signs.
- 11) Preparing and submitting to the Director of Community & Development Services, a monthly report related to the status of permitting and bylaw enforcement matters.
- 12) Responding to public enquiries in a timely and thorough manner.

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- 13) Assisting with preparation of the annual budget related to the Municipal Inspector position and related services.
- 14) Performing the duties described herein for those local governments that the District may enter into agreements with for the provision of services.
- 15) Performing other duties as may be assigned.

Preferred Qualifications

- Minimum grade 12 or equivalent;
- Minimum Level 1 certification from the Building Officials' Association of British Columbia;
- Level 1 certification from the Plumbing Officials' Association of British Columbia;
- Completion of Wood Energy Technology Transfer (WETT) Code Compliance, Woodburning Systems and SITE Basic Inspection certification courses along with 80 weeks of inspection experience associated with woodburning appliances;
- Bylaw Compliance, Enforcement and Investigative Skills – Level 1 certification with the Justice Institute of BC;
- A minimum of three year's experience working in a local government context in a position requiring a working knowledge of the BC Building, Plumbing and Fire Codes, and with building, business license, sign, property standards / unsightly, and zoning bylaws;
- Class 5 driver's licence;
- Knowledge of office administration procedures, computers and related software, including knowledge of the use of Noratek Solutions Inc.'s Building Reporter inspection software;

Approved: 
R. Davidge, CAO
May 7, 2013
