

CITY OF DIEPPE

JOB DESCRIPTION

Building Inspector/By-law Enforcement Officer (Senior Technologist) Department of Planning and Development

SUMMARY

Reporting to the Chief Building Inspector, the incumbent is responsible for various construction projects that require compliance with Part 3 of the National Building Code (NBC) in the residential, commercial, industrial and institutional sectors, as well as conducting various by-law enforcement measures.

TASKS AND RESPONSABILITIES

- Provides regular follow-up of residential, commercial, industrial and institutional construction projects in compliance with Part 3 of the NBC
- Ensures the implementation of various by-laws pertaining to the NBC, Community Planning Act, and Municipalities Act (construction by-laws, municipal plan, zoning, unsightly premises)
- Revises construction work plans in order to ensure compliance with Part 1.3.3.2 and Part 1.3.3.3 of the NBC – Canada 2005
- Conducts building inspections in compliance with Parts 3,4,5, and 6 – Division B of the NBC – Canada 2005.
- Issues and deliver building permits
- Issues orders in compliance with the Community Planning Act and Municipalities Act
- Writes correspondences destined for the public
- Attends various courses as instructed by the Chief Building Inspector
- Performs other related duties as required

MINIMUM REQUIREMENTS

Education	Civil engineering technology diploma or equivalent
Qualification	Level III of the New Brunswick Building Officials Association (NBBOA)
Experience	Four (4) years in inspection services or an equivalent level of experience deemed appropriate by the employer
Skills	Extensive knowledge of the NBC standards and in the implementing of municipal by-laws Proficiency in using software applications for the administration of construction permits and working knowledge of MS Office applications (Word, Excel, Outlook) Fluent in French and English (written and orally) Able to work individually and in a team environment Able to work with direct supervision Able to communicate and interact easily with the public Shows resourcefulness and good judgment Demonstrates discretion and confidentiality

SALARY

In accordance with the CUPE –local 4679 collective agreement