

## **BUILDING INSPECTOR III**

### **Competition #J0224-0601**

Located in the heartland of northern Saskatchewan, the City of Prince Albert is a vibrant and innovative municipality that prides itself on being a family focused community. Situated just minutes from lake country the City of Prince Albert is a recreational paradise that offers all the benefits of big city amenities including access to arts, entertainment and unique cultural experiences. The City is leading the way in creating an active, prosperous and healthy City of opportunity for our 36,000 residents. We are in search of ambitious, passionate and talented individuals who are looking for a rewarding career that supports work life balance. If you are interested in contributing to this vision, we welcome you to apply at <https://www.citypa.ca/en/city-hall/jobs.aspx> . Come enjoy a balanced way of living at the City of Prince Albert.

The City of Prince Albert is seeking a qualified individual for the position of Building Inspector III. This position is responsible for reviewing, processing, issuing building permits, and providing technical information and assistance for standard and complex buildings, as it relates to fire protection, life safety systems, building structures, health of occupants and energy efficiency. Along with ensuring compliance with the National Building Code (NBC), The National Energy Code (NECB), National Fire Protection Association (NFPA), the Construction Codes Act and the Building Bylaw as defined by the Building Code Regulations respecting all buildings that are in the scope of a Building Official Class III License.

#### **Principle Duties & Responsibilities:**

##### 1. Key Duties:

- Complete plan reviews and inspections of standard and complex buildings that are within the scope of the NBC, NECB, and NFPA requirements related to the NBC.
- Take any appropriate action that a Building Official is authorized by the Act to take respecting buildings that are within the scope of the NBC, and NECB
- Review building permit applications and process permits and communicate to the applicant any deficiencies or corrections required for issuance.
- Communicate to the applicant the conditions of approval, responsibilities, and inspections associated with the building permit.
- Respond to inquiries and provide technical advice and interpretation to the general public, contractors, developers and other City departments on matters relating to the compliance of buildings within the scope of the NBC, NECB, and the NFPA requirements related to the NBC
- Monitors and inspects buildings and structures at various stages of completion to ensure compliance with applicable legislation
- Prepare correspondence, reports, and Orders pertaining to compliance in accordance with the NBC, NECB and The Building Bylaw.
- Review new product requests and alternative solutions.
- Review proposed developments for compliance with the National Building Code, Building Bylaw and any other relevant Acts, Bylaws or regulations.
- Maintain confidentiality of information acquired in the course of the review of building proposals
- Provide assistance to the Fire Inspectors for NBC, and NFPA related items when requested.
- Inspection of new businesses prior to issuance of Business Licenses.
- Recommend, prepare, and coordinate revisions to bylaws, policies, and practices in relation to building and development.

- Prepare monthly reporting to Statistics Canada, and for the general public on building permit numbers and construction values.
- Complete quarterly reporting to Canada Mortgage Housing Corporation on construction projects.
- Maintain building permit inspection records.
- Follow up on outstanding building permit inspections.
- Assist legal counsel in the prosecution of violations of the NBC, NECB, Building Bylaw, and any other relevant Acts, bylaws regulations or legal standards and provide evidence and/or testimony in and for court.
- Maintain and organize the City's building plans inventory.
- Assist in the preparation of educational materials
- Process requests for building plans.
- Prepare all documentation required to attend and testify at a Saskatchewan Construction Standards Appeal Board hearing.
- Mentor, coach, and assist in the training of Building Inspectors

## 2. General Duties

- Attend to all inquiries through personal, telephone, and written communication.
- Follow all relevant Acts, regulations, bylaws, agreements, policies, orders and procedures.
- Follow all relevant, acts, regulations and policies relating to Occupational Health & Safety.
- Perform other related duties as assigned.

### **Required Qualifications:**

- Licensed as a Class III Building Inspector by Saskatchewan Building Technical Standards Branch.
- Valid Driver's License.
- A. Sc.T Designation under Technology Professionals Saskatchewan is considered an asset.
- Completion of the 10 examinations from the SBOA or other provinces equivalent examinations required to obtain a Class III Building Official License
- Minimum of 5 years' experience as a Building Official and/or in a supervisor role in the construction industry.

The City of Prince Albert offers competitive salaries, an excellent benefit package and a Municipal defined benefit pension plan.

Qualified candidates are invited to apply online by the end of the day on **Wednesday, May 8, 2024** by visiting <http://citypa.ca/City-Hall/Job-Opportunities>.