

Building Inspector I

DEFINITION

This is technical inspection and enforcement work to secure compliance with the *Uniform Building Standards Act*, *Alberta Building Codes*, City Bylaws and related regulations.

Work of this class involves the responsibility to examine building plans, specifications and related technical documents and reports, and/or to inspect residential, commercial and industrial buildings and structures to ensure that designs and construction conform to standards of the Alberta Building Code and related regulations. Responsibilities extend to inspect and identify violations of regulations governing signs, building occupancy, building sites, and related matters to ensure compliance. Inspections and examinations of building plans are in accordance with well defined procedures and require the individual to interpret regulations to specific situations and to determine equivalencies to code requirements.

Employees refer complex, new situations and building code deviations to a supervisor for consultation, advice or decision. Incumbents, however, exercise independent judgement to resolve minor technical problems and minor code deviations encountered in the review of plans or inspections of buildings in the field. Instructions are received from a supervisor who reviews work through an evaluation of checklists, reports, records, and periodic field inspections and examination of plans.

TYPICAL DUTIES*

Examines building plans, specifications, and evaluates technical reports to ensure compliance with the Alberta Building Code, related regulations and bylaws, issues required permits.

Inspects building as frequently as necessary during the course of construction, alteration and repair to determine conformity with approved plans, requirements of codes and related regulations and bylaws.

Prepares reports and/or code deficiency checklists and advises and assists architects, engineers, contractors and/or building owners, regarding infractions and ensures that such infractions are corrected prior to issuing and signing building and other related permits.

Witnesses and interprets tests such as smoke control, fire alarm systems, etc. to evaluate as to compliance with regulations.

Enforces regulations on projects requiring building and related permits for new construction, additions, and alternations to existing buildings in an assigned district; inspects signs for compliance with the sign bylaw; inspects fire damaged buildings to assess the extent of damages and to determine the repairs necessary to return such structures to required standards.

Approves building plans and signs permits as to ensure conformance with building code regulations; inspects buildings after completion of construction and approves occupancy or issues certificate of occupancy for buildings.

Reviews changes to regulations, materials and technology; participates in discussions and seminars on code interpretations and changes.

Prepares legal agreements for hoardings and encroachments.

Maintains records and prepares reports of inspections covering items such as the type and extent of deficiencies, actions taken, and recommendations made for further action; make follow-up

inspections to determine that infractions have been rectified.

Attends appeal hearings of Alberta Standards Council and appears at court cases as required.

Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the standard methods, techniques, materials, tools and equipment employed in the building construction trades with emphasis on extensive experience involving large commercial projects.

Working knowledge of the *Alberta Building Code*, *Uniform Building Standards Act*, City Bylaws and related regulations applicable to work assignments.

Ability to recognize faulty construction or hazardous conditions pertaining to building construction and structural stability of buildings through review of plans or on-site inspections.

Ability to interpret and enforce regulations impartially and tactfully.

Ability to understand and execute oral and written instructions and to interpret building construction plans and specifications.

Ability to write technical evaluation reports on building plans or inspections as to compliance or equivalencies of code and other regulations.

Ability to express ideas effectively, orally, and in writing.

Ability to establish and maintain effective working relations as necessitated by work assignments.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth (12th) school grade, a Diploma in Building Construction Technology or related field from a recognized institute, a trades certificate and five (5) years' construction experience, of which three (3) include a supervisory capacity in commercial construction. Possession of a valid Class 5 Alberta Motor Vehicle License.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0616		0617	

Last Updated: 1987-10
Previous Updates:
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