

File No.: 04-1000-20-2021-012

February 5, 2021

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request of January 5, 2021 for:

Most recent job description of a District Building Inspector as of January 5, 2021.

All responsive records are attached.

Under section 52 of the Act you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your request. The Act allows you 30 business days from the date you receive this notice to request a review by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number assigned to your request (#04-1000-20-2021-012); 2) a copy of this letter; 3) a copy of your original request for information sent to the City of Vancouver; and 4) detailed reasons or grounds on which you are seeking the review.

Please do not hesitate to contact the Freedom of Information Office at foi@vancouver.ca if you have any questions.

Yours truly,

[Signature on file]

Barbara J. Van Fraassen, BA
Director, Access to Information & Privacy

Barbara.vanfraassen@vancouver.ca
453 W. 12th Avenue Vancouver BC V5Y 1V4

*If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604.871.6584.

Encl.

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DISTRICT BUILDING INSPECTOR

1. Nature and Scope of Work

This is technical work of a regulatory and inspectional nature involving enforcement of the City Building By-law and applicable sections of related by-laws in an assigned district of the City. An employee of this class inspects all types of buildings undergoing construction, alteration or repair to determine whether the work done conforms to the approved plans and/or complies with by-law requirements. Inspections are initiated by receipt of a building permit or upon request of a superior and continue until the construction is completed and the Building section of the Occupancy Permit is completed. By-law violations are identified and methods of correcting discussed in the field, or as a last resort ordered corrected by written notice. Although an employee's field work is checked periodically for technical adequacy and written reports are reviewed for completeness and soundness of recommendations, considerable independence of judgement is required in the intersection and enforcement of applicable by-laws.

2. Illustrative Examples of Work

Inspects buildings of all types from the placing of the foundation until construction is completed.

Inspects footings and foundations, framework, chimneys, fireplaces, heating installations, balconies, fire escapes and exits and all other items covered by the City Building By-law for compliance with the by-law and related sections of the Zoning and Development By-law.

Makes surveys of existing buildings such as rooming houses, apartments, hotels and community care facilities to protect the public from structural defects and fire hazards in accordance with the Building By-law; and of other existing buildings related to license issuance or renewal, change of use, strata title conversion, etc.

Inspects free-standing and all signs attached to buildings which require building permits to ensure they meet the requirements of the relevant sections of the Sign By-law.

Discusses infractions of the Building, Sign and related sections of the Zoning and Development By-laws with owners, contractors and tradesmen and discusses the corrections required.

Enters all inspections in a record book, submits daily activity reports and prepares reports which describe by-law infractions, contain the relevant code reference(s), identify corrective action required and recommend further action for enforcement.

Conducts re-inspections to follow up on outstanding violations.

Inspects construction sites to enforce street hoarding and other safety requirements.

Inspects fire damaged buildings to determine the extent of the structural damage and inspects other possibly dangerous sites, posts danger notices and recommends the building boarded up.

Meets with owners, contractors, tradesmen and architects to discuss and resolve construction problems; to investigate and report upon complaints and to provide advice on the relevant by-laws and procedures for obtaining permits.

Occasionally gives evidence in court when violators of the City Building By-law are prosecuted.

Performs related work as required.

3. Required Knowledges, Abilities and Skills

Thorough knowledge of all the common types and methods of building construction in wood, brick, masonry, reinforced concrete, steel and other building material.

Thorough knowledge of building materials including their strength, resistance to time and weather, and other pertinent information.

Considerable knowledge of the Vancouver Building By-law.

Considerable knowledge of the relevant sections of the Sign and the Zoning and Development By-laws.

Considerable knowledge of the Departmental regulations and procedures for by-law enforcement.

Considerable knowledge of stresses and strains on roofs, joists, sills and other parts of buildings.

Working knowledge of heating systems, air conditioning, ventilation, drainage, sub-soils and related factors in building construction.

Working knowledge of related by-laws and regulations which affect the construction and repair of buildings.

Some knowledge of material and labour costs.

Ability to meet with contractors, developers, tradesmen and owners to discuss construction problems, and to enforce by-law requirements with firmness, impartiality and good judgement.

Ability to work outside in all types of weather, to walk long distances, and to climb ladders and steps.

Ability to write reports on inspections.

Ability to read sketches and plans, and to suggest necessary changes.

Ability to analyze all aspects of a proposed building site, or a partially constructed or existing building, and to make accurate decisions as to whether it meets by-law requirements.

4. Desirable Training and Experience

Completion of grade twelve, supplemented by post-secondary school training in Building Technology at a recognized vocational institute or by an approved apprenticeship program, with considerable experience in building construction, supplemented by some experience as a construction foreman, superintendent or contractor, or an equivalent combination of training and experience.

5. Required Licenses, Certificates and Registrations

Driver's License for the Province of British Columbia.

Position Description

Working Title: District Building Inspector

SAP Position Classification: District Building Inspector

Business Unit/Service Group: Development Building & Licensing

Division/Branch: Building& Trades Inspections

Employee Group:	CUPE 15	Position Number(s):	Multiple
For HRS input	Class Title:	District Building Inspector	
Pay Grade/Band: 27	Class No:	0431	

Main Purpose and Function

The District Building Inspector performs technical work of a regulatory and inspectional nature involving inspection of all types of buildings undergoing construction, alteration or repair and determining whether the work done conforms to the approved plans and/or by-law requirements, e.g. Building, Zoning and Sign By-laws.

Key Contacts and Reporting Relationships

Reports to the Manger, Building Inspection Branch and liaises with staff within the department and other City departments as well as with owners, contractors, and the public.

Specific Duties/Responsibilities

- Inspects all types of buildings from placing of foundation until completion of construction.
- Records the results of inspectional activities on-line using the Permits & Licenses computer system (POSSE).
- Accesses information from related software to research information such as status of permits, ownership of buildings and any information necessary in assisting with day-to-day inspectional and report writing duties.
- Reviews infractions with owners/contractors and discusses the corrections required.
- Conducts re-inspections and follow-up on outstanding work and/or violations.
- Maintains accurate inspection records and prepares concise inspection reports.
- Checks plans as required and able to work with a team of inspectors and willing to take initiative to help others.
- Other duties/responsibilities as assigned

Minimum Position Requirements

Education and Experience:

- Completion of Grade 12, supplemented by either post-secondary school training in Building Technology at a recognized vocational institute or by an approved apprenticeship program.
- Considerable experience in building construction supplemented by some experience as a construction foreman, superintendent or contractor, or an equivalent combination or training and experience.
- Preference will also be given to applicants having completed Building By-Law related courses at a recognized institution, or having certification through the Building Officials

Knowledge, Skills and Abilities:

- Thorough knowledge of all the common types and methods of building construction in wood, brick, masonry, reinforced concrete, steel and other building material.
- Thorough knowledge of building materials including their strength, resistance to time and weather, and other pertinent information.
- Considerable knowledge of the Vancouver Building By-law.
- Considerable knowledge of the relevant sections of the Sign and the Zoning and Development By-laws.
- Considerable knowledge of the Departmental regulations and procedures for by-law enforcement.
- Considerable knowledge of stresses and strains on roofs, joists, sills and other parts of buildings.
- Working knowledge of heating systems, air conditioning, ventilation, drainage, sub-soils and related factors in building construction.
- Working knowledge of related by-laws and regulations which affect the construction and repair of buildings.
- Some knowledge of material and labour costs.
- Ability to meet with contractors, developers, tradesmen and owners to discuss construction problems, and to enforce by-law requirements with firmness, impartiality and good judgement.
- Ability to work outside in all types of weather, to walk long distances, and to climb ladders and steps.
- Ability to write reports on inspections.
- Ability to read sketches and plans, and to suggest necessary changes.
- Ability to analyze all aspects of a proposed building site, or a partially constructed or existing building, and to make accurate decisions as to whether it meets by-law requirements.
- Ability to deal tactfully and effectively with customers, and demonstrate clear communication skills, both orally and in writing.
- Working knowledge of computers and the ability to apply this knowledge to different systems with minimum training.
- Ability to work independently in the field and to make on-site evaluations and decisions, consistent with the requirements of various City by-laws and Departmental policies.

Other

- A Police Record Check clearance is a requirement of this position. A clearance requires the absence of any criminal charges or convictions related to this position.
- A current and valid BC Driver's License is a requirement of this position. The license must not include any restrictions that would affect the ability to legally and safely carry out job responsibilities. Transportation arrangements must meet operational requirements of the Department.

Business Unit/Branch/Division		
Developed by: Leighton Williams	Title: Manager, Building Inspections Branch	Date: January 11 2019
Approved by: Pat Ryan	Title: Chief Building Official	Date: January 11 2019

Human Resource Services		
Reviewed by: Bev Sanders	Title: HR Consultant	Date: January 11 2019