



<b>POSITION TITLE:</b>	<b>Building / Fire Official</b>
<b>DEPARTMENT:</b>	<b>Planning Department</b>
<b>REPORTS:</b>	<b>CAO / Director of Planning</b>

**Approved: 01 November 2018**

**Revised : 15 May 2019**

**Position Summary:**

Under the supervision of the CAO, the Building / Fire Official would be responsible for providing skilled inspection work enforcing compliance with Nova Scotia Building Code, Nova Scotia Building Code Act & Regs; Building Code Act by-laws, National Fire Code, Nova Scotia Fire Safety Act and Regulations; all codes, standards and regulations pertaining to building, property and fire and life safety standards.

**Core Expectations of Role:**

- Review and approve Building Permits and provide inspections pursuant to the National Building Code, Nova Scotia Building Code Act & Regulations and the Town's Building By-Law.
- Inspect buildings for Fire and Life Safety to ensure performance of the Town's responsibilities under the National Fire Code and Nova Scotia Fire Safety Act & regulations
- Performs the duties of a Building Official and duties of Fire Inspector
- Issue building, occupancy, demolition and other permits
- Administer and enforce the Town's Residential Minimum Standards By-Law.
- Adheres to all provincial and municipal Occupational Health and Safety policies, guidelines and standard operating procedures.
- Monitoring illegal building activity and enforcing appropriate remedies
- Maintains records of all inspections including correspondence, files and documents
- Ability to be appointed Special Constable
- Provides information to the Civic Addressing Coordinator on building and driveway locations for civic addressing purposes
- Answers public inquiries regarding building permit and building and fire inspection matters and provides assistance as necessary
- Assists the public with applications for water and sewer, on-site septic, driveway access and other external approvals
- Performs other duties as required.

**Skill/Knowledge:**

- Ability to read and interpret building plans and specifications.
- Ability to read and interpret the National Building Code, Nova Scotia Building Code Act & Regulations, National Fire Code, Nova Scotia Fire Safety Act & Regulations and any other provincial legislation, regulations, municipal by-laws and policy.
- Competency in administrative skills including oral and written communication, report writing, and computer office software use.
- Ability to write legal letters and orders.
- Able to demonstrate tact and diplomacy
- Able to interact with the public in a professional and friendly manner

**Decision Making:**

This position requires strong analytical and decision-making skills, including ability to make decisions relative to urgency and importance.

**General Capabilities:**

- Attention to detail.
- Good problem solving ability.
- Ability to work independently with limited supervision with a high level of sound and independent judgement, reasoning and discretion.
- Ability to effectively deal with conflict and difficult situations.
- Ability to read and follow legislative requirements related to the position(s).
- Ability to work as a team and build relationships across departments and with outside professionals.
- Physically capable to attend construction sites in all weather conditions and in facilities of all types of construction.

**Working Conditions:**

- Spends a proportion of their time at a desk/computer workstation and the remaining time providing inspections at construction sites, buildings and doing fire and life safety inspections.
- Required to travel year round to different locations to inspect and monitor sites.
- Requires the use of personal vehicle

**Education or Training:**

- High School diploma or equivalent
  - Experience in the building and construction sector
  - Valid Nova Scotia driver's license
  - Member or eligible for membership in Nova Scotia Building Officials Association (NSBOA)
  - Member or eligible for membership in Fire Inspectors Association of Nova Scotia (FIANS)
  - \*Qualified / Certified Building Official Level 2 (Level 1 minimum)
  - \*Certified Fire Inspector Level 2
- \*Minimum of Level 1 qualification required for both disciplines**

**Related Experience:**

- Knowledge of methods of construction and a basic knowledge of plumbing, electrical and mechanical systems.

**Relationships / Contacts**

Internal Contacts	External Contacts
CAO	Industry / trades representatives
Development Officer	Residents
Planners	Contractors
Fire Department	Developers
Public Works	West Hants Director of Planning
REMO Coordinator	Building Officials – West Hants

**SALARY**

Competitive salary commensurate on qualifications and experience.

**Signatures:**

Completed by: Louis Coutinho

Signature: \_\_\_\_\_ Date: \_\_\_\_\_