



Municipality of the District of Chester Employment Opportunity

Building Official

The Building Official will perform technical building and fire inspection duties, permitting and enforcement of building codes, fire codes, regulations, municipal by-laws and policies within the Municipality of the District of Chester (MODC) and any partners with which we share services. The incumbent is responsible for inspecting properties and materials for compliance with plans and specifications, and to ensure compliance of federal and provincial codes, ordinance and regulations, involving new and existing structures.

In addition to the responsibilities of the Building Official, the incumbent will work with the By-Law Enforcement Coordinator to administer the Unsightly Premise By-law, investigating citizen complaints, code enforcement, enforcement of municipal and provincial regulations.

Qualified interested individuals are required to obtain a complete job description by contacting the undersigned or visiting the website at www.chester.ca.

Wage: Middle Managers/Coordinators

Closing Date & Applications – Submit resume along with three professional references no later than 4:00 p.m. on **Friday, April, 21 2017** to the undersigned:

Pamela Myra, Municipal Clerk
Municipality of the District of Chester
151 King Street
P.O. Box 369
Chester NS B0J 1J0
employment@chester.ca
902-275-4771 Fax

Although we thank all applicants, only those selected for an interview will be contacted.



Municipality of the District of Chester

Position Description

Position Title:	Building Official
Salary Band:	Middle Manager/Coordinator
Reports to:	Director of Community Development
Status:	Regular Full Time
Location:	Municipal Complex (186 Central Street and 151 King Street), subject to change
Hours:	Normally 8:30 a.m. to 4:30 p.m., overtime may be required
Updated:	March 2017

SCOPE

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OBLIGATIONS AND RESPONSIBILITIES UNDER LEGISLATION

- 1) The Municipality of the District of Chester is committed to workplace safety and all employees are expected to actively participate in the Municipality's Occupational Health and Safety Policy and Program and Occupational Health and Safety Legislation as well as Regulations of the Province of Nova Scotia.
- 2) The Municipality of the District of Chester complies with the Employment Legislation of Nova Scotia and all employees are also expected to act in accordance to the appropriate Legislation as well.

QUALIFICATIONS

Education and Experience

- 1) High School Diploma.
- 2) Certification at the CBO Level II through the Nova Scotia Building Officials Association
- 3) Two years as Building Inspector in another Municipality or related experience.
- 4) Some experience working in the construction industry. At least two years would be preferred.
- 5) Some experience in fire inspection, certification as a fire inspector is considered an asset.

Skills/Knowledge/Competencies

- 1) Ability to read and interpret construction drawings.
- 2) Working knowledge of National Building Code.
- 3) Working knowledge of the Nova Scotia Fire Safety Act.
- 4) Ability to read and interpret provincial legislation, regulations, municipal by-laws and policy.
- 5) Ability to work with limited supervision, high level of sound and independent judgment, reasoning and discretion.
- 6) Ability to coordinate case file management.
- 7) Outstanding interpersonal skills including
 - a) Exceptional communication skills (listening, written and oral);
 - b) Ability to write concise and complete reports, good communication skills (written and oral).
 - c) Ability to work effectively with a variety of people;
 - d) Ability to effectively deal with conflict and difficult situations;
- 8) Strong analytical and decision making skills, including ability to make decisions relative to urgency and importance.
- 9) Proficient in use of computers, including MS Office/Office 365, and comfortable learning new computer software programs such as permit tracking, electronic records management software

Other Requirements

- 1) Possess a valid Class 3 Nova Scotia Driver's License with no restrictions.
- 2) Qualify for membership in the Nova Scotia Building Officials Association.
- 3) Must be eligible to obtain a Special Constable Appointment.
- 4) WHMIS, Emergency First Aid, Basic Fall Protection training and other safety related training as required by Provincial Regulation or Municipal Policy.

SUMMARY OF FUNCTION

- 1) Responsible for performing the duties of a Building Official in administering the National Building Code, Nova Scotia Building Code Act, Nova Scotia Building Code Regulations, Nova Scotia Fire Safety Act and the National Fire Code, including:
 - a) Reviewing building permit applications and plans for compliance with regulations;
 - b) Issue building permits, demolition permits and occupancy permits as appropriate;
 - c) Conduct site inspections of residential, commercial, institutional, and industrial construction for code compliance and provide direction to remedy any non-compliance;
 - d) Advising customers on the process and procedures for obtaining building permits;

- e) Preparation of related correspondence and reports;
 - f) Issue various orders; stop work, cease occupancy, etc. as required under by-law provisions;
 - g) Maintain an accurate record of inspections;
 - h) Adherence to municipal enforcement policies and procedures in investigating and remedying non-compliance.
- 2) Responsible for assisting with administration of the Municipality's Fire Inspection Program in accordance with the Nova Scotia Fire Safety Act.
 - 3) Responsible for administering the Municipality Unsightly and Dangerous Premises Policy pursuant to the Municipal Government Act and all relevant policy.
 - 4) Provide reports, affidavits, and other related documentation for legal proceedings.
 - 5) Serve as a resource to the general public or to individuals in the building industry, accessing and distributing technical information.
 - 6) Assist in the preparation of educational materials.
 - 7) Prepare and present statistical reports, requests for direction/decision, and annual reports.
 - 8) Provide advice and assistance to contractors, developers, general public, By-Law Enforcement personnel, Municipal Council, other Departments and senior administration.
 - 9) Respond to customer complaints and/or queries; provide high quality customer service.
 - 10) Review established policies and procedures and make recommendations for changes and improvements, as necessary.

Accountabilities

- 1) Remain current with new codes, building and construction technology, industry changes, including building regulations and polices.
- 2) Maintain a basic knowledge of relevant municipal by-laws and policies including Land Use By-laws.
- 3) Use personal protective clothing and equipment as required by Safe Work Practices.
- 4) Daily use of a computer to input inspection data and to communicate with other staff and external clients, develop correspondence and reports Maintains clear and accurate digital and paper records.
- 5) Attends accredited continuing education programs to maintain good standing with compulsory associations as required.

CONTACTS

- 1) Contractors, Consultants, etc.
- 2) Members of Council and Staff
- 3) Provincial Officials
- 4) General Public
- 5) Designers, Architects, Engineers, etc.