



Municipality of the District of Chester Employment Opportunity

Fire Inspector/Building Official

This position has primary responsibility for administering the municipal Fire Inspection program, including the enforcement of the Nova Scotia Fire Safety, as well as all applicable provincial regulations, municipal by-laws and certain provincial statutes.

As a qualified Building Official, they will perform technical 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.

The position is also responsible for coordinating with other departments and ensure enforcement and compliance with municipal by-laws. This includes administering the Unsightly Premise By-law, investigating citizen complaints, code enforcement, enforcement of municipal by-laws 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 **Wednesday, November 29, 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:	Fire Inspector/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:	October 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) Minimum Level 1 certification as a Nova Scotia Fire Inspector through FIANS.
- 3) Qualified as a CBO Level I through the Nova Scotia Building Officials Association.
- 4) Experience in Fire Inspection, two years preferred, or related experience
- 5) Some experience working in the construction industry would be considered an asset.
- 6) By-law Enforcement experience would be considered an asset

Skills/Knowledge/Competencies

- 1) Working knowledge of the Nova Scotia Fire Safety Act.
- 2) Working knowledge of National Building Code.
- 3) Ability to read and interpret provincial legislation, regulations, municipal by-laws and policy.
- 4) Ability to read and interpret construction drawings.
- 5) Ability to write concise and complete reports.
- 6) Ability to work with limited supervision, high level of sound and independent judgment, reasoning and discretion.
- 7) Ability to coordinate case file management.
- 8) Outstanding interpersonal skills including
 - a) Exceptional communication skills (listening, written and oral);
 - b) Ability to work effectively with a variety of people;
 - c) Ability to effectively deal with conflict and difficult situations;
- 9) Strong analytical and decision-making skills, including ability to make decisions relative to urgency and importance.
- 10) 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 administering and enforcing the Nova Scotia Fire Safety Act and the National Fire Code, including:
 - a) Conducting Fire Inspections, completing all related documentation and reporting;
 - b) Complete inspection checklist based on the relevant by-laws, policies and procedures.
 - c) Assist Provincial Fire Marshal's Office on Fire Inspections.
 - d) Review plans as related to the Provincial Building Code and the National Fire Code.
- 2) National Building Code, Nova Scotia Building Code Act, Nova Scotia Building Code Regulations, 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.
- 3) Deliver Orders and Summary Offence Tickets when required.
- 4) Documentation and Correspondence: Maintains thorough and accurate records of all activities. Prepares and submits on timely basis, daily logs and other appropriate reports, based on functions being performed. Sends appropriate reports to property contacts, owners, tenants, or authorities. Stands prepared to offer testimony and documentation in court as required.
- 5) Coordinate the enforcement and administration of by-law complaints with other departments, including:
 - a) Educate and provide information to the public regarding Municipal By-Laws and enforce Municipal By-Laws in order to ensure a safe environment for community members. By-laws include, but are not limited to, Outdoor Burning By-law, Noise By-law, Solid Waste Collection By-law.
 - b) Conduct site assessments regarding alleged By-Law violations and Municipal Government Act (MGA) violations.
 - c) Discuss by-law requirements with involved parties and attempt to reach an understanding and obtain voluntary compliance.

- d) Document appropriate case file information while conducting site assessment and maintain detailed records
- e) Investigate By-Law offences to prepare for court proceedings and other dispositions of the matters.
- f) Lay charges before the courts (long form information), issue Summary Offence Tickets (SOT) or Municipal By-Law Tickets to individuals who violate Municipal By-Laws.
- 6) Primary responsibility for administering the Municipality Unsightly and Dangerous Premises Policy pursuant to the Municipal Government Act and all relevant policy.
- 7) Provide reports, affidavits, and other related documentation for legal proceedings.
- 8) Serve as a resource to the general public or to individuals in the building industry, accessing and distributing technical information.
- 9) Public Education: Prepares and presents various fire safety topics, fire drills, and emergency planning to groups of all ages. Participates in related special events as directed. Develops partnerships with Community and Groups.
- 10) Prepare and present statistical reports, requests for direction/decision, and annual reports.
- 11) Provide advice and assistance to contractors, developers, general public, By-Law enforcement personnel, Municipal Council, other Departments and senior administration.
- 12) Respond to customer complaints and/or queries; provide high quality customer service.
- 13) Review established policies and procedures and make recommendations for changes and improvements, as necessary.
- 14) Work with the Animal Control Officer, and provide advice, guidance and assistance as necessary, including providing support for the Fences and Arbitration Committee.
- 15) Coordinate the kennel inspection program.

Accountabilities

- 1) Remain current with new codes, building and construction technology, industry changes, including building regulations and policies.
- 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, including the Provincial Fire Marshal's Office
- 4) General Public
- 5) Designers, Architects, Engineers, etc.
- 6) Municipal Solicitor
- 7) Building and Unsightly Premises Committee
- 8) RCMP