

Junior Building/Fire Official



This opportunity is not to be missed: we're inviting you to bring your skill and talent to our organization through the role of **Junior Building/Fire Official!** The applicant must be willing to complete the necessary education and training to obtain a Level 1 Building and Fire Official Designation.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities

Primary Responsibilities

- Review Building Plans Specifications
 - Annotate corrections on plans and indicate specific sections of codes and regulations which apply;
 - Correspond with engineers, architects, contractors, homeowners and regulatory agencies noting acceptance deficiencies in plans and specification;
 - Ensure building plans and specifications are in compliance with requirements of other agencies where required, and ensure all required data and approvals are properly recorded on file; and
 - Review all plan revisions submitted as a result of initial plan review of construction site problems.
- On-Site Building and Fire Inspections
 - Carry out building and fire inspections on new and existing construction to determine compliance with building codes and regulatory bodies;
 - Complete inspection reports noting compliance or deficiencies;
 - Investigate all reported incidents of building without permits, non-compliance with by-laws.
- General Office Duties
 - Enter all inspection data to system;
 - Maintain up-to-date digital and hard copy records of inspections;
 - Respond to questions involving building and fire code;
 - Prepare reports and communicate problem areas.
- Reports, Orders and Legal Procedures
 - Issue stop work and cease occupancy orders when compliance with Building and Fire Codes are not adhered to;
 - Communicate with property owners to achieve compliance with the National Building Code and fire codes.

Candidate Profile

Minimum Qualifications

- Education and Experience
 - Must be eligible to become an intern or member of the NS Building Officials Association (NSBOA); minimum criteria for membership are 2 years of post secondary education or equivalent.
 - Completion of a trades course
 - 1 year of trades experience preferably in a supervisory role (construction or plumbing preferred)
 - Must complete courses towards Level 1 Building Official Designation as per the Municipalities timeline - to be provided to the successful applicant.
- Knowledge, Skills, Abilities
 - Strong communication skills and knowledge of computer applications within a Windows environment with an emphasis on Microsoft Word, Excel and Outlook;
 - Hold a valid driver's license;
 - Be eligible for appointment as Special Constable under the Nova Scotia Police Act;
 - Great customer service skills;
 - Ability to work well independently while contributing to team goals;
 - Experience with GIS database and data mapping is considered an asset.
 - Wett certification, fire inspection or other certifications are considered an asset.
 - Experience with zoning, subdivision, property development and/or a compliance-based environment are considered an asset.

This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to the position from time to time.

Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the District of Shelburne and IBEW, Local 1928. Compensation includes a competitive salary and a benefits plan- including a pension plan (6% employer & 6% employee match). Annual salary range is \$54,891 to \$60,603 and will be determined at the time of hire. Hours of work will be Monday to Friday 9:00am to 4:30pm (32.5 hours per week). Extended hours or evening meetings are occasionally required and will be compensated as per the Collective Agreement.

About Us...

The Municipality of the District of Shelburne is one of five unique seaside communities that make up the beautiful landscape of Shelburne County.

Learn more about our region, our organization and our commitment to Equity and Diversity by visiting our website at <https://www.municipalityofshelburne.ca/>.

How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Marcia d'Eon, Director of Operations & Protective Services at marcia.deon@municipalityofshelburne.ca.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodations, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact us at any time.

We thank all applicants for their time and effort in applying however, only applicants selected for an interview will be contacted.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following checks: Reference/ Employment Verification, Criminal Background, Vulnerable Sector, Education, and Drivers Abstract.

