



Municipality of the District of Lunenburg

Planning & Development Services

Position Job Description: Building Official/Fire Inspector

Position Overview: Conducts building inspections for compliance, administers the Dangerous and Unightly Premises Policy, and may provide Fire Inspections. Inspections are provided under a regional service model to our partners.

Job Responsibilities

- Administers the National Building Code, Nova Scotia Building Code Act, Nova Scotia Building Code Regulations and the National Fire Code.
- Reviews building permit applications for compliance with regulations and issuing permits.
- Conducts site inspections for code compliance and provide direction to remedy any non-compliance.
- Advises customers on the process and procedures for obtaining building permits.
- Prepares related correspondence and reports.
- Ensures adherence to municipal enforcement policies and procedures in investigating and remedying non-compliance.
- Acts as a bylaw enforcement officer regarding dangerous and unsightly properties and buildings. Issues orders, prepares summary offence tickets for violations of building code and writes orders for fire inspections.
- Administers the Municipal Dangerous and Unightly Premises Policy pursuant to the Municipal Government Act.
- Maintains currency and understands relevant municipal by-laws and policies including Land Use By-laws, Land Leased Community By-law, and all regulatory and technical construction standards.
- Ensures the regular use of personal protective clothing and equipment.
- Prepares legal referrals compiling evidence and documentation in support of prosecution.
- Serves as a resource to the general public or to individuals in the building industry, accessing and distributing technical information.
- performs the duties of a Municipal Fire Inspector in accordance with the requirements of Nova Scotia Fire Safety Act and Fire Safety Regulations.
- Identifying lands and premises in the Municipality requiring inspections in accordance with the Nova Scotia Fire Safety Act and Regulations.
- May make presentations to council on Building and/or Fire Inspections and updates.

- Conducts a system of inspections of lands and premises within the Municipality as required by the Nova Scotia Fire Safety Act and Regulations.
- Maintains a record of fire inspections.
- Responds to public inquiries respecting the requirements of the applicable standards.
- Attends accredited continuing education programs in order to maintain good standing with compulsory associations as required.
- May be required to prepare documents for court proceedings and may be requested to appear in court to present testimony for some cases.
- Inputs inspection data, communicates with other staff and external clients, and develops correspondence and reports.
- Maintains clear and accurate electronic and paper records.
- Represents the municipality when attending association meeting to communicate, discuss and resolve issues throughout the province.

Team Responsibilities

- Works with other MODL staff in the delivery of municipal services.
- Implements and communicates new code amendments to relevant stake holders.
- Consults and liaises with staff members (Development Officer, Planner, Engineer, Technicians, Solicitor, other Building Inspectors and other staff).
- Incorporates Occupational Health and Safety Act, applicable regulations, and MODL's safety program into all work and participate in the Joint Occupational Health and Safety Committee (JOHSC) as required.
- Liaises with stakeholders, regulatory agencies, and the public.

Essential Criteria and Competencies

- Minimum qualifications include:
 - Professional trade or post-secondary degree;
 - Level 1 Building Code certification; and
 - 2 years of prior experience as a building inspector; OR
 - An equivalent combination of education and experience.
- Being certified as a Level 1 Fire Inspector is an asset.
- Being certified as a Level 2 Building Inspector is an asset.
- Preferred experience and education in construction or building trades.
- Eligible for membership in the Nova Scotia Building Officials Association.
- Must have a valid driver's license.
- Must be eligible to obtain a Special Constable Appointment.
- Strong communication skills, both written and oral.

- Strong organizational and time management skills
- Ability to interact with co-workers and public in a positive and professional manner
- Attention to detail, effectively prioritizes and executes tasks

Direct Reporting Hierarchy

Reports to: Inspection Services Manager
Supervising Others: No

Position Category

- Full time,
- Permanent,
- Based on 35 hours per week.

Work Conditions

- Office environment
- Required to work with Management, Staff, Council and a range of stakeholders, with complex priorities and perspectives;
- Occasional interaction with stakeholders who may be aggressive or unpredictable.
- Field work required
- Exposure to elements and weather conditions

Signature

Date