



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY

**Building and Fire Official
Full Time Permanent Position Job Posting**

**BRING YOUR POSITIVE ENERGY AND BE A PART OF
NOVA SCOTIA'S NEWEST REGIONAL MUNICIPALITY**

The Region of Windsor and West Hants Municipality is a diverse collection of rural & urban communities conveniently located in equal proximity to Halifax, the Valley, and Truro; but yet, its own cultural blend that brings quality family living, diversity, fun & festivities, and service centres together. If you are enthusiastic and driven and want to be part of a fun & energetic organizational culture; keep reading!

We are currently accepting applications to fill the position of Building and Fire Official.

Reporting to the Manager of Building and Fire Inspection Services, the Building and Fire Official assists the Manager in providing building inspection services, fire inspections, processing applications, and issuing permits.

The preferred candidate must have the following:

- Certification as a Level 1 Fire Inspector
- Qualification as a Level 1 Building Official
- A valid Nova Scotia Driver's License
- Access to a reliable vehicle
- High school diploma or equivalent
- Relevant experience in the building, construction and fire inspection fields.

A complete copy of the job description can be obtained on any of the following:

- www.strongerregion.ca
- <https://www.town.windsor.ns.ca/employment-opportunities.html>
- <https://www.westhants.ca/current-opportunities.html>

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter (merged into one PDF document) with "Building and Fire Official" in the subject line no later than 4:30pm on Thursday, February 20, 2020 to the attention of Shelleena Thornton, Administrative Supervisor, Region of Windsor and West Hants Municipality – sthornton@town.windsor.ns.ca

Position Title: Building and Fire Official
Department/Division: Planning and Development
Reports To: Manager, Building and Fire Inspection Services
Direct Reports: No
Salary Range:
Classification: Full-time
Revision Date: November 2019

Position Summary: The Building and Fire Official is responsible for administering and enforcing the provisions of the Nova Scotia Building Code Act and Regulations, the Building Code Act By-law for the Regional Municipality of Windsor and West Hants and the Nova Scotia Fire Safety Act and Regulations, including providing building and fire inspection and services.

JOB DUTIES AND RESPONSIBILITIES

Inquiries & Approvals

- Answers public inquiries regarding building permit and building and fire inspection matters.
- Performs the duties of a Municipal Building Official in administering the National Building Code, Nova Scotia Building Code Act, and Nova Scotia Building Code Regulations.
- Performs the duties of a Municipal Fire Inspector in accordance with the requirements of the National Fire Code, Nova Scotia Fire Safety Act and Fire Safety Regulations.
- Reviews building permit applications and ensures compliance with appropriate regulations.
- Issues building, footings, occupancy, demolition and other permits as provided for by the Municipal Building Code Act By-Law.
- Reviews outstanding applications and takes appropriate follow-up action.
- Assists the public with applications for municipal water and sewer, on-site septic, driveway access and other external approvals.

Record Keeping

- Maintains records of all inspections and recommends the appropriate course of action for infractions to owners or Manager, Building and Fire Inspection Services as appropriate.
- Maintains correspondence, records, files and databases including records and documents regarding issues and resolutions.
- Compiles reports as needed.

Information Sharing

- Provides information to the Civic Addressing Coordinator on building and driveway location for civic addressing purposes.

Monitoring & Inspection

- Undertakes appropriate monitoring to identify illegal building activity and recommends enforcement action.

Professional Development

- Keeps up to date on building and fire regulations and code changes, construction practices and materials, and all other matters related to responsibilities by attending seminars, conferences, courses and meetings, subject to the approval of the Manager, Building and Fire Inspection Services.

Staff Support

- Provides advice and assistance to other staff as required.