



MUNICIPALITY OF THE DISTRICT OF WEST HANTS

JOB DESCRIPTION ASSISTANT FIRE and BUILDING OFFICIAL

Position Title: Assistant Fire and Building Official
Department/Division: Planning and Development
Reports To: Director of Planning and Development
Subordinate Staff: None
Salary Range:
Classification: Full-time
Creation Date: April 2018

Position Summary: The Assistant Fire and Building Official assists the Senior Building Official in providing building and fire inspection services, processing applications, and issuing permits.

JOB DUTIES AND RESPONSIBILITIES¹

Inquiries & Approvals

- Performs the duties of a Building Official in administering the National Building Code, Nova Scotia Building Code Act, 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;
- Answers public inquiries regarding building permit and building and fire inspection matters and provides assistance as necessary;
- 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;
- Maintains correspondence, records, files and databases; and

¹ Job descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Job descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The Municipality of West Hants reserves the sole and unfettered right to make changes to this job description, as required by the organization, without impact upon the employment relationship.

- Compiles reports as needed

Information Sharing

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

Monitoring & inspection

- Inspects buildings/structures during construction as provided for in the By-law;
- Performs the duties of a Municipal Fire Inspector in accordance with the requirements of Nova Scotia Fire Safety Act and Fire Safety Regulations; and
- 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 Director's approval.

Staff Support

- Provides advice and assistance to other staff as required.

JOB CHARACTERISTICS

Work Environment

The Assistant Fire and Building Official is required to travel to different locations within the Municipality of the District of West Hants to inspect and monitor sites. Travel will be required year-round.

JOB REQUIREMENTS (KNOWLEDGE, SKILLS, EDUCATION, AND TRAINING)

Education & Experience

- High school diploma
- Relevant experience in the building and construction field

Training & Certification

- Qualified Building Official Level 1
- Must be willing to undertake all additional training required to achieve Building Official Level 2 certification
- Certified Level 1 Fire Inspector
- Must be willing to undertake all additional training required to achieve Fire Inspector Level 2 certification

Knowledge, Skills, & Abilities

- Knowledge of National Building Code, Nova Scotia Building Code Act, Nova Scotia Building Code Regulations

- Knowledge of National Fire Code, Nova Scotia Fire Safety Act and Fire Safety Regulations
- Competency in computer applications such as word processing and spreadsheets
- Good communication skills and ability to explain technical information
- Able to interact with the public in a professional and friendly manner
- Able to demonstrate tact and diplomacy

Other

- A valid Nova Scotia Drivers License and access to a reliable vehicle