

Employment Opportunity Eastern District Planning Commission

The District Planning Commission provides building inspection, planning and development services for the Counties of Antigonish, Richmond, Victoria, Inverness and the Town of Port Hawkesbury. The Commission is seeking applications for the following position:

Assistant Building and Fire Inspector

RESPONSIBILITIES As support to a team of building inspectors, this person will perform a variety of tasks primarily from the Antigonish and/or Port Hawkesbury District Planning Office related to the administration of the Fire Safety Act and the National Building Code. Among the specific duties, this person will primarily be responsible for administration of the Dangerous and Unightly Premises provisions of the *Municipal Government Act*. Under supervision the successful candidate will respond to public inquiries, receive and review building plans, and inspect ongoing construction to ensure compliance with the National Building Code, do field work related to the issuing of E-911 civic numbers, do inspections related to the requirements of the *Fire Safety Act* and will be responsible for all of his/her own correspondence.

REQUIREMENTS: Applicants should be working toward certification as a CBO-1 Building Inspector in the Nova Scotia Building Officials Association; be able to deal with the members of the public in a tactful and professional manner; be a member of a recognized trade; and have a valid Nova Scotia Drivers License and access to a vehicle in good working order. A working knowledge of personal computers is essential for this position. **This position is designed such that the successful candidate can be promoted into a certified and qualified building and fire inspection position with the Commission.**

This is a full time contract position. Salary; \$40,506 to \$47,387

Cover letters and Résumés no longer than two pages, including the names of at least two references will be received until 4:30 p.m., **Friday June 8, 2018** and at jdbain@edpc.ca or addressed to:

John Bain, Director
Eastern District Planning Commission
32 Paint Street, Unit 4
Port Hawkesbury, Nova Scotia
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