Job Posting

Permits & Inspections Officer (Level I)

The Permits & Inspections Officer provides building and fire inspection services within the Municipality, administers the municipal building, and by-laws, issues building permits and fire inspection reports, answers inquiries on building, and fire permits and reports, and provides interpretation of building, and fire matters in general. The service the Permits and Inspections Officer provides ensures renovation and construction projects as well as fire related inspections, meet building code standards and fire regulation requirements thereby ensuring the health and safety of the Municipality's residents.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

The position competition closes Friday, May 6, 2022 at 2:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Permits & Inspections Officer (Level I)"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Permits and Inspections Officer (Level I)

Engineering Department

Overview

This position is appointed by Council as Building Official (as qualified) pursuant to the Nova Scotia Building Code Act, and Fire Inspector pursuant to the Nova Scotia *Fire Safety Act*. The Officer provides building and fire inspection services within the Municipality, administers the municipal building, and by-laws, issues building permits and fire inspection reports, answers inquiries on building, and fire permits and reports, and provides interpretation of building, and fire matters in general. The service the Permits and Inspections Officer provides ensures renovation and construction projects as well as fire related inspections, meet building code standards and fire regulation requirements thereby ensuring the health and safety of the Municipality's residents.

The Permits and Inspections Officer conducts themselves in a professional, competent manner at all times when representing Cumberland County with building owners, tenants, outside agencies and internal service providers.

This position reports to the Permits and Inspections Supervisor.

Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life, and work experiences, and in our relationships. The core competencies required by this position include:

Customer Service	Communication
Accountability	Relationship Building

Outcomes and Key Responsibility

Health and Safety – act with others inside and outside the team to create effective health and safety plans.

- Help create and use the work plan, the business processes, and systems that will ensure team and public safety, including that of contractors and partners of the Municipality;
- Work with the Permits and Inspections Supervisor to create a plan for site and project work as well as the regular duties of the team, to ensure protection of health, and the staff work collaboratively to activate the plan;
- Use appropriate employee work practices and implement and monitor compliance associated with departmental occupational health and safety program;
- Work with the Permits and Inspections Supervisor to ensure site risk management and all work is conducted in a cost-effective manner and in the best interest of the Municipality;
- Responsible under the Internal Responsibility System (IRS) as defined in the Nova Scotia Occupational Health and Safety Act to have a direct responsibility for health and safety as an essential element of the work; and
- Work in consultation with supervisors and management to select and use tools and equipment that meet the safety, cost, effectiveness, and operational needs suitable for the work undertaken by the team.

Planning and Accountability - work within the departmental plans that engages the team, as well as internal and external clients and which will support successful customer service.

- Align and create standards to ensure the consistent and fair application of regulations governing permits and inspections. Work with the team to develop and evolve this standard;
- Ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with the relevant legislation, policies, and procedures; and

- Provide technical advice, direction and work with the public, professionals, builders, architects, engineers, developers, and municipal staff regarding building permits, building inspections, and fire inspections.

Technical Responsibility – apply and develop the skills necessary to discharge the technical assignments of the team in a cost efficient and effective manner.

- Issue building permits, conduct detailed inspections, plan examination reviews, and fulfill the responsibilities of a Building Official and Fire Inspector per the *Building Code Act*, *Fire Safety Act*, and other relevant municipal by-laws;
- Respond to questions and concerns from the public in a proactive manner;
- Inform property and building owners of "non-compliant" conditions and initiate such action as necessary to achieve compliance including Cease Construction Orders, Notices, etc., regarding building and fire compliance;
- Identify and report on inaccuracies in the property data;
- Maintain contemporaneous, thorough, and accurate records of all activities;
- Document and file evidence and data and represent the Municipality during legal proceedings, including testimony as an expert witness;
- Administer operational guidelines, occupational health and safety standards, regulations, policies, systems, and procedures for safe and efficient permit and inspection operations;
- Review and coordinate the development of operational policies and guidelines, and recommend any changes or additions deemed necessary;
- Maintain regulatory appointments (Municipal Building Official and Fire Inspector);
- Assist in the mentorship and guidance of junior positions;
- Prepare long form prosecution referrals;
- Remain current in all regulatory and technical construction and development standards;

- Research of NFC, NBC, and manufacturers reference documents both manually and online including CSA, NFPA, CCMC, ULC, CGSB, Acts and Regulations, etc.
- Responsible for other duties assigned as appropriate to the function and responsibilities of the position;

- Inspect existing buildings and occupancies for compliance with the *Nova Scotia Fire Safety Act* and regulations and various municipal by-laws;

- Review tender documents for compliance with Orders to Remedy required under the *Fire Safety Act*;

- Respond to requests for inspections of Residential Occupancies under the *Fire Safety Act*;

- Perform inspections as a municipal Fire Inspector in all residential occupancies in accordance with the *Fire Safety Act*; and

- Evaluate, recommend, and approve fire safety plans.

Reporting and Data – keep, apply, and record data that support team and corporate effective decision making.

- Prepare and maintain all information, data, and forms as well as reports necessary to maintain all department and organizational functions as required;

- Document code violations, confirm where no permits have been issued, prepare and issue Cease Construction, Cease Occupancy, and Compliance Orders and review documentation with the Municipal Solicitor; and

- Ensure records are developed and maintained to support ongoing activities including activities related to legal proceedings.

People Leadership, Communication and Management – participates as a member of a strong team that collaborates with others and supports County directions and strategy.

- Maintain and observe all team, department, and organizational standards as assigned or arise from duties regarding effective people management practices;

- Provide aid to applicants in the completion of building, alteration, repair, demolition, and occupancy permits; obtains letters-of-undertaking from building designers based on particular skill set;

- Respond to public inquiries regarding permit applications and approval, inspection, and enforcement processes, building codes, regulations, and by-laws; and

- Execute work in a safe manner in accordance with organizational and other legislated policies, procedures, regulations, guidelines, and/or standards.

Qualifications

Certified Building Official I Diploma of Qualification as set out in the requirements of the Nova Scotia Training and Certification Board and be eligible to be a member of the Nova Scotia Building Officials Association (NSBOA).

Level I Fire Inspector Certification as set out in the requirements of the Fire Inspectors Association of Nova Scotia (FIANS) (or willing to obtain certification within 12 months).

Obtain and maintain current membership and training as *Site Basic Inspector* in the Wood Energy Technology Transfer Inc. (WETT).

Valid Driver License with current Driver Abstract Report and Criminal Record Check.

Detailed and strong working knowledge of municipal bylaws and policies, Nova Scotia Building and Fire Codes and Nova Scotia *Fire Safety Act*.

Knowledge of associated construction approval departments and agencies as well as their related procedures and regulations.

Strong written and communication skills and knowledge of computer applications within a Windows environment with an emphasis on Microsoft Word, Excel, and PowerPoint.

Completion of Occupational Health and Safety courses as and when required by the Municipality.

Knowledge and understanding of common law principals including precedents resulting from court and regulatory body decisions are considered an asset.

municipality of cumberland

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
$49,014	$51,465	$53,916	$56,367	$58,818	$61,268