Job Posting

Full Time Position
Permits and Inspections Officer (Level 2)

The Permits and Inspections Officer (Level 2) provides a range of building, development, and fire inspection related services, including permitting, inspections, enforcement and reporting. This position is appointed by Council as a Building Official, pursuant to the Nova Scotia *Building Code Act*, Development Officer pursuant to the *Municipal Government Act* and a Fire Inspector pursuant to the Nova Scotia *Fire Safety Act*.

Please visit our website for more position details at www.cumberlandcounty.ns.ca

The deadline for resumes is Tuesday, June 3, 2025, at 1:00 pm.

Please forward your cover letter and resume to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resource Generalist

kseaman@cumberlandcounty.ns.ca

*Clearly mark your submission “Permits and Inspections Officer Level 2”

Department: Development and Planning

Job Title
Permits and Inspections Officer (Level 2)

About the Role

The Permits and Inspections Officer (Level 2) provides a range of building, development, and fire inspection related services, including permitting, inspections, enforcement and reporting. This position is appointed by Council as a Building Official, pursuant to the Nova Scotia *Building Code Act,* Development Officer pursuant to the *Municipal Government Act* and a Fire Inspector pursuant to the Nova Scotia *Fire Safety Act*.

The Permitting and Inspections Officer (Level 2) ensures that renovations, construction and existing buildings meet the standards required by the Municipality's by-laws and zoning; the *Municipal Government Act*, NS *Building Code Act* and *Regulations*; the NS *Fire Safety Act* and *Regulations*; and the *National Plumbing Code*. They provide inspection services, issue permits, and provide clarity on the interpretation of laws and general development, building and fire matters.

The nature of this role involves working in a variety of environments. These environments may include noise, poor air quality, confined spaces, machinery, heights, uneven ground, extreme weather conditions or reduced visibility.

This position reports to the Permits and Inspections Supervisor.

Responsibilities and Duties

a. Ensure that all work is performed in compliance with requirements of the NS *Occupational Health and Safety Act* and *Regulations* and any other applicable health and safety standards.
b. Work with the Permitting and Inspections Supervisor to assign safety roles in accordance with the Internal Responsibility System, as defined in the *Occupational Health and Safety Act.*
c. Work with the Permits and Inspections Supervisor to review plans for projects, site work and regular duties.
d. Review development permit applications for compliance with the municipal land use bylaw, the municipal planning strategy, and process as appropriate.
e. Work with team members to develop and improve permits and inspections standards, operational policies and guidelines.
f. Implement plans, policies and standard processes to ensure the safety of the public, Municipal employees, independent contractors and partners.
g. Apply standards, policies and guidelines consistently to ensure the fairness.

h. Respond to inquiries regarding permit applications and approval; inspection and enforcement processes; and legislation and by-laws.
i. Manage the approval of permit applications and issue permits to successful applicants.
j. Respond to requests for inspections of Residential Occupancies under the *Fire Safety Act*.
k. Conduct building and fire inspections to ensure compliance with applicable by-laws and legislation, including the *Building Code Act* and *Regulations, and* the *Fire Safety Act* and *Regulations*.
l. Evaluate, recommend, and approve fire safety plans.
m. Prepare accurate and thorough inspection and permit reports.
n. Inform property owners of "non-compliant" conditions, document *Code* violations, and confirm where no permits have been issued.
o. Prepare and issue Cease Construction, Cease Occupancy, and Compliance Orders.
p. Review documentation of violations with the Municipal solicitor when necessary.
q. Document and file evidence, and represent the Municipality in legal matters, including as an expert witness, if required.
r. Review tender documents for compliance with Orders to Remedy required under the *Fire Safety Act.*
s. Work with the Permits and Inspections Supervisor to select tools and equipment that meet the safety, cost effectiveness and operational needs of the Municipality.
t. Ensure decisions and actions comply with relevant legislation, by-laws, policies and procedures.
u. Ensure that duties and tasks are performed in a cost-effective manner.
v. Maintain accurate and up-to-date records.
w. Prepare long form prosecution referrals.
x. Maintain professional certifications.
y. Conduct research on the *National Fire Code of Canada*, *National Building Code of Canada*, and manufacturers reference documents including materials from the Canadian Standards Association, National Fire Protection Association, Canadian Construction Materials Centre, Underwriters Laboratories of Canada and Canadian General Standards Board.
z. Perform other duties as assigned or required.

Qualifications

a. Certified Building Official II Diploma of Qualification from the Nova Scotia Training and Certification Board and be eligible to be a member of the Nova Scotia Building Officials Association (NSBOA), or ability to obtain the qualification within 12 months.
b. Level II Fire Inspector Certification from the Fire Inspectors Association of Nova Scotia (FIANS), or ability to obtain certification within 12 months.
c. Membership in the Development Officers Association of Nova Scotia, or willing to obtain membership within 12 months.

d. Obtain and maintain Wood Energy Technology Transfer Inc. (WETT) Certification SITE® Basic Inspector.
e. A valid Nova Scotia driver's license with current Driver Abstract Report and satisfactory criminal record check.
f. Extensive knowledge of Municipal by-laws and policies, the *Municipal Government Act,* the Nova Scotia *Building Code Act* and the Nova Scotia *Fire Safety Act*.
g. Knowledge of associated construction approval departments and agencies as well as their procedures and regulations.
h. Strong oral and written communication skills.
i. Occupational Health and Safety courses in WHMIS, First Aid, Fire Extinguisher use, Fall Protection, Workplace Inspections, Due Diligence for Supervisors, Lockout and Confined Space and Advanced Incident Investigation certification required, or ability to obtain within 12 months.
j. Knowledge of the principles of common law including regulatory body decisions and the use of precedents.
k. Ability to prioritize tasks and exercise sound judgement.
l. Experience using Windows operating systems and Microsoft Office programs.

Salary and Benefits

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

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
6	67,495	69,985	72,474	74,964	77,453	79,943

Other benefits include, but are not limited to:

- Defined benefit pension plan
- Comprehensive health and dental benefits
- Compressed work week policy
- Employee wellness and social programs

This is a full-time position based at the Municipality's offices located in Upper Nappan that involves regular travel within the Municipality.

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