municipality of cumberland

Permits & Inspections Officer Level I

(Willing to Train)

We are hiring two Permits & Inspections Officers (Level I) to join our growing team! Whether you are certified or just starting out, if you have a background in construction, architecture, engineering, the trades, or familiar with building code, we want to hear from you. Training is provided for the right candidate!

What We Are Looking For:

- Certified Level I applicants ready to hit the ground running
- OR motivated individuals with relevant experience and a strong desire to earn certification

---

Apply today and help shape the future of our community!
Submit cover letter & resume to:

Kellie Seaman, HR Generalist
kseaman@cumberlandcounty.ns.ca

Closing Date: September 12, 2025 at 1:00 p.m.

Visit www.cumberlandcounty.ns.ca for a position description and salary.

Department of Development & Planning: Permits and Inspections Officer (Level 1)

Job Title
Permits and Inspections Officer (Level 1)

About the Role

The Permits and Inspections Officer (Level 1) provides a range of building, fire and development related services, including inspections, enforcement and reporting. This position is appointed by Council as a Building Official, pursuant to the Nova Scotia *Building Code Act,* Fire Inspector pursuant to the Nova Scotia *Fire Safety Act,* and Development Officer pursuant to the Municipal Government Act.

The Permitting and Inspections Officer (Level 1) ensures that demolitions, renovations, construction and existing buildings meet the requirements of the Municipality's land Use by-laws, the 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 building, development 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. Work with team members to develop and improve permits and inspections standards, operational policies and guidelines.
e. Implement plans, policies and standard processes to ensure the safety of the public, Municipal employees, independent contractors and partners.
f. Apply standards, policies and guidelines consistently to ensure compliance.
g. Respond to inquiries regarding permit applications and approval; inspection and enforcement processes; and legislation and by-laws.
h. Manage the review of permit application submissions and issue permits to applicants whose submissions meet requirements.
i. Inspects and respond to requests for inspections of Occupancies under the *Fire Safety Act*.

j. 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*.
k. Conduct site inspections and reviews for development permit purposes such as variances and site plan agreements.
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 Orders to Comply such as, 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. Maintain accurate and up-to-date records.
v. Prepare long form prosecution referrals.
w. Maintain professional certifications.
x. Conduct research on the *Municipal Government Act, Land Use Bylaw*, *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.
y. Perform other duties as assigned or required.

Qualifications

a. Certified Building Official I 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 I Fire Inspector Certification from the Fire Inspectors Association of Nova Scotia (FIANS), or ability to obtain certification within 12 months.
c. Obtain and maintain Wood Energy Technology Transfer Inc. (WETT) Certification SITE® Basic Inspector.
d. A valid Nova Scotia driver's license with current Driver Abstract Report and satisfactory criminal record check.
e. Extensive knowledge of Municipal by-laws and policies, the Nova Scotia *Building* and *Fire Codes* and the Nova Scotia *Fire Safety Act*.
f. Knowledge of associated construction approval departments and agencies as well as their procedures and regulations.
g. Strong oral and written communication skills.
h. Experience using Windows operating systems and Microsoft Office programs.

i. Completion of Occupational Health and Safety courses as and when required by the Municipality. Including but not limited to WHMIS, First Aid, Fire Extinguisher use.
j. Ability to prioritize tasks and exercise sound judgement.
k. Detail oriented.
l. Knowledge of the principles of common law including regulatory body decisions and the use of precedents, is considered an asset.

Salary and Benefits

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.

If Certified Level I:

Job Level 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	$63,069	$65,420	$67,772	$70,123	$72,474	$74,825

If willing to train:

Job Level 4	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	$56,430	$58,505	$60,580	$62,654	$64,729	$66,804

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, NS and involves regular travel within the Municipality.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment, it can be found here:

https://www.cumberlandcounty.ns.ca/government/policies/2645-personnel-policy-handbook-october-2024-1/file.html