



POSITION TITLE:	Senior Building Official
REVISION DATE:	December 23, 2021
REPORTS TO:	Manager of Development Services
SUBORDINATE POSTIONS:	N/A
POSITION SUMMARY:	<p>This position will be responsible for leading and directing the activities of the Building permits and inspections section, and will develop policies, procedures and practices to be used within the department. This position is also responsible for conducting inspections on new and existing buildings to ensure they are constructed and maintained according to the Nova Scotia Building Code as well as the National Plumbing Code (Fire & Health and barrier free design). This position enforces lot grading requirements, infrastructure fees, sewer hookup, as well as building fees; assists with enquiries regarding the Land Use Bylaw; develops letters of appropriateness for heritage conservation activities, when required; and responds to bylaw enforcement issues or complaints under the MGA and other acts such as the building code, Land Use Bylaw.</p>

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position 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 MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Management Responsibilities (5%)

- 1.1. **Division Management** - Manage day-to-day activities of building permit and inspection functions.
- 1.2. **Code Interpretation** - Arbitrate discussions regarding the interpretation of the Nova Scotia Building Code & Regulations among inspection staff and determine a common municipal position.
- 1.3. **Develop policies & procedures** - Develop policies, procedures and practices to be used within the department including setting the direction for how the Municipality will make decisions under the NS Building Code. This includes updating bylaws, policies and procedures and other official documents by conducting research, preparing reports and making recommendations to management.

2. Client Services (25%)

- 2.1. **Public Inquires** - Address public inquiries from walk-ins, e-mails or phone calls that include providing information regarding the process for building permits, code related inquires, septic systems, environmental approvals and zoning issues. This includes meeting with site engineers, developers, and contractors for consultation.
- 2.2. **Other Agencies** - Liaise with Office of the Fire Marshal, Nova Scotia Environment & Climate Change, Nova Scotia Public Works and gather and share information including the provision of building approvals and permits. This also includes researching requests such as locating old occupancy permits for lawyers and real estate agencies as well as writing letters to Nova Scotia Power for power hook-ups to existing buildings.
- 2.3. **Staff Support** - Participate in staff meetings for developmental issues and technical support such as working with planning staff to discuss new development issues.
- 2.4. **Other Jurisdictions** - Networks with other municipalities in order to share ideas or common issues that include attending meetings regarding code and building regulation changes, and zoning issues in order to ensure more consistency with building inspections.
- 2.5. **Expert Witness** - May be required to appear before the NS Building Advisory Committee or court proceedings, when required.
- 2.6. **Other Duties as Requested** - Perform other duties, as assigned by the Supervisor or Director that include attending Council, Planning Advisory and other Committee/Public Meetings; providing budget input; conducting safety/building condition assessments for municipal and other buildings as requested; attending/participating in seminars, conferences, or required training as per the NSBOA continuing education program and working on special projects assigned by the Supervisor or Director.

3. Processing Permits (25%)

- 3.1. **Building Plan Examinations/Permits** - Review building permit plans to ensure they meet building code requirements, and notify the developer of any deficiencies. This position also reviews building permit applications, ensures compliance with appropriate regulations and issues building permits as required. Administer the applicable sections of the National Building and Plumbing Code.
- 3.2. **Property Information Gathering** - Gather information on new or existing properties such as sewer hook-up, plot plans, zoning information, location certificates, building permits and occupancy permits, footing permits, power hook-up, water infrastructure, development agreements, and Nova Scotia Environment & Climate Change and Nova Scotia Public Works approvals.
- 3.3. **Lot Grading Plan (Site Plan)** - Review lot grading plans as outlined in the Lot Grading Bylaw and report on any deficiencies with the process. Ensure the lot grading plans are done by a landscape architect and engineer for serviced lots in order to issue a building permit.
- 3.4. **Issue permits** - Calculate various fees (i.e., sewer hook-up, building, footing, and infrastructure fees) prior to issuing any permits that are maintained in SAP by the Tax Administrator for payment collection purposes. This position also does a follow up on the payment of permits and various fees.

- 3.5. **Database management** - Input of all permit information into database (TownSuite) for each new or existing property for development, and input all inspection reports and occupancy permits.

4. Inspections (40%)

- 4.1. **Inspections** - Inspect new buildings as well as renovations/alterations or changes in occupancy such as the construction of apartments or commercial and industrial buildings. Note and record any infractions and maintain appropriate correspondence, plans and logs of all building inspection activities. Inspections commence during the construction period.
- 4.2. **Stop Work Orders** - Issue stop work orders for major infractions during construction such as building too close to property lines, building without a permit or deviation from a permit, or inadequate structural deficiencies. Once the work is rectified another inspection is completed before the work can continue.
- 4.3. **Footing Inspections** - Perform inspections to deal with the siting, placement, correct sizing and condition of concrete of building footings.
- 4.4. **Foundation Inspections** - Perform foundation inspections to ensure anchorage, drainage and damp proofing, and proper casting of concrete has been carried out.
- 4.5. **Underground Plumbing Inspections** - Perform underground plumbing inspections to ensure correct piping, sizing, back water valves, grades, and branch vent takeoffs are installed.
- 4.6. **Under Slab Insulation Inspections** - Perform under slab insulation inspections to ensure proper type and required insulation levels are installed under slab and around perimeter to reduce heat loss.
- 4.7. **Framing Inspections** - Perform framing inspections to assess rough in plumbing, ventilation, wiring, correct roof truss installation, and floor systems, beams, and carrying wall techniques meet code requirements.
- 4.8. **Pre-Drywall Inspections** - Perform pre-drywall inspections for the installation of vapor and air barriers and insulation types and levels meet Code, and follow up to any framing infractions.
- 4.9. **Final Inspection** - Complete a final inspection to ensure no unsafe condition exists and all previous inspections are compliant with legislation and the Building Code Act. This position also makes sure the lot grading certificate is approved, where applicable and the 911 civic number is installed.
- 4.10. **File Administration/Data entry** - Enter all complete inspection information into database (TownSuite) and files and all relevant documents (lot grading certificates, NSPW, NSE Approvals, Location Certificates, building inspections, and occupancy permits).
- 4.11. **Back-up Fire Inspections** - In the absence of the Fire Inspector, perform fire inspections under the Fire Safety Act as an Alternate Fire Inspector.

5. Bylaw Enforcement/Special Constable (5%)

- 5.1. **MGA/Building Code Enforcement** - Enforce the Municipal Government Act and Building Code Act, as well as issue Summary Offence Tickets and fines as a designated Special Constable under the Police Act. This includes collecting

evidence, taking photos, interviewing complainants and following up with letters, site violations notices, and orders.

- 5.2. **Investigations** - Investigate by gathering evidence to substantiate complaints regarding dangerous and unsightly premises and unsafe buildings leading to issuing demolition orders.
- 5.3. **Investigation of Complaints** - Participate in the investigation of complaints pertaining to bylaw infractions and prepares associated reports. Inform the party(s) involved on acceptable standards and recommends the appropriate course of action for non-compliance. As a Special Constable, communicates with bylaw offenders and complainants, to resolve complaints and promote and ensure compliance with various bylaws, the MGA, and Building Code Act.
- 5.4. **Summary Offence Tickets** - Issue Summary Offence Tickets (SOTs) when warranted, ensuring all files are accurate and complete to be forwarded to the Municipal Solicitor for possible legal action if deemed necessary. This position may also appear in Court as a witness when required.
- 5.5. **Records Maintenance** - Maintain accurate and complete files and reports, on all complaints received for preparation of possible future legal action.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Minimal Certification Requirements for each indicated level above is as follows:
- Grade 12 education plus a certificate or diploma in construction or a building field and 2 years technical school training or equivalent, along with an application approved by NSBOA Membership Committee
- Minimum qualification includes:
 - Building Official Level II - Diploma of Qualification for Level 2 from NSBOA Training & Certification Board
 - Minimum 5 years' experience as a Building Official, or equivalent work experience
 - A member in good standing with Nova Scotia Building Officials Association (NSBOA)

Knowledge, Skills, Abilities

- Eligibility for membership in the Nova Scotia Building Officials Association is required
- Must possess well developed interpersonal and public relations skills as well as problem solving and technical written communication skills
- Must be able to facilitate, negotiate and resolve conflict
- Must be able to work in a high pressure, deadline orientated environment and be able to manage multiple projects and tasks effectively
- Must have a working knowledge of MS Word, Excel, Outlook and experience using a database to manage inspections
- Thorough understanding and practical working knowledge of the National Building code and Provincial building regulations required
- Working knowledge of planning and development legislation and regulatory framework within Nova Scotia Municipal Government Act considered an asset
- Must possess superior interpersonal, conflict management and public relation skills
- Ability to working in a high-pressure deadline oriented environment required
- Valid Nova Scotia driver's license required

Working Environment

- This position qualifies for overtime pay and this position may require some evening meetings such as Council meetings
- This position works in an environment with the potential for conflict, especially with members of the public
- This position works in adverse climate conditions while doing outdoor inspections and driving on all kinds of road conditions
- This position uses a computer approximately 40% of the time

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date</i>
<i>Supervisor's Signature</i>	<i>Supervisor's Name (print)</i>	<i>Date</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date</i>
<i>CAO's Signature</i>	<i>Director's Name (print)</i>	<i>Date</i>