



POSITION TITLE:	Building Official (Level I and Level II)
REVISION DATE:	March 2023
REPORTS TO:	Manager of Development Services
SUBORDINATE POSTIONS:	N/A
POSITION SUMMARY:	This position is 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 also assists with the administration of various bylaws and responds to bylaw enforcement issues or complaints under the MGA, building code and other municipal bylaws.

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. Client Services (30%)

- 1.1. **Public Enquires** - Address public enquires 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.
- 1.2. **Other Agencies** - Liaise with Office of the Fire Marshal, Nova Scotia Environment, Department of Transportation and Infrastructure Renewal 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.
- 1.3. **Staff Support** - Participate in staff meetings for developmental issues and technical support such as working with the Project Planner or Manager of Planning to discuss new development issues.
- 1.4. **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.
- 1.5. **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; attending/participating in seminars, conferences, or required training as per the NSBOA continuing education program and working on special projects assigned by the Manager or Director.

2. Processing Permits (30%)

- 2.1. **Review Building Plans/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.
- 2.2. **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 and Department of Transportation and Infrastructure Renewal approvals.
- 2.3. **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.
- 2.4. **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.
- 2.5. **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.

3. Inspections (30%)

- 3.1. **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. Perform required inspections as per the building code.
- 3.2. **Stop Work Orders** - Issue stop work orders for major building code violations.
- 3.3. **File Administration/Data entry** - Enter all complete inspection information into database (TownSuite) and files and all relevant documents (lot grading certificates, TIR, NSE Approvals, Location Certificates, building inspections, and occupancy permits).
- 3.4. **Building Plan Examinations** - Examine building plans for commercial, industrial and residential occupancies to ensure compliance with the Building Code Regulations and Codes.
- 3.5. **Back-up Fire Inspections** - In the absence of the Fire Inspector, perform fire inspections under the Fire Safety Act as an Alternate Fire Inspector.

4. Bylaw Enforcement/Special Constable (10%)

- 4.1. **MGA/Building Code Enforcement** - Enforce the Municipal Government Act (MGA) and Building Code Act, as well as issue Summary Offence Tickets (SOT) 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 violation notices, and orders.

- 4.2. **Investigations** - Investigate by gathering evidence to substantiate complaints regarding dangerous and unsightly premises and unsafe buildings leading to issuing demolition orders.
- 4.3. **Investigation of Complaints** - Participate in the investigation of complaints pertaining to bylaw infractions and prepares associated reports.
- 4.4. **Summary Offence Tickets** - Issue Summary Offence Tickets (SOTs) when warranted, including file preparation.
- 4.5. **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 and be a member in good standing.
- Minimum qualification includes:
 - Residential Building Official - Diploma of Qualification from NSBC Training & Certification Board
 - Qualified Building Official Level 1 - Diploma of Qualification for Level 1 from NSBC Training & Certification Board
 - Qualified Building Official Level II - Diploma of Qualification for Level 2 from NSBC Training & Certification Board
 - Building Inspector in Training - If not qualified as a Level II Building Official, a minimum of five years' experience in the building and or construction trade with willingness/ability to work towards taking the necessary course requirements to become a Level II Building Official will be considered. NOTE: Must hold a Qualification Diploma through the NSBC Training and Certification Board as required by law to perform inspections and issue permits
 - Once qualified, inspectors employed with the Municipality will be expected to achieve Level 1 building official certification within 3 years and Level II within 5 years

Knowledge, Skills, Abilities

- Eligibility for membership in the Nova Scotia Building Officials Association (NSBOA) 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

- 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

Approval of Job description

<i>CAO's signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>
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Job Description has been received and job duties reviewed with me

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
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