

	Municipality of the County of Annapolis <b>JOB DESCRIPTION</b>	Position Title: <b>BUILDING / FIRE OFFICIAL</b>
	Union / Non-Union: <b>NON-UNION</b>	Classification Type: <b>FULL-TIME</b>
	Salary Classification: <b>RANGE 5</b>	Approval Date: <b>JULY 24, 2023</b>

### **General Job Responsibility**

Building / Fire Official is responsible for assisting with the development, coordination, oversight and implementation of a system of inspections, carries out an application review for inspections of buildings or developments, reviews application files, ensures that applications for building permits and inspections are carried out under the Municipality's Building Bylaw and the Nova Scotia *Building Code Act* and Regulations, completes inspections and follows processes for fire inspections, reviews complaints received from residents concerning potential unapproved or non-compliant developments, assists with reviews of the Municipality's Building Bylaw and Fire Inspection Policy, supports Manager of Inspection Services with relevant research, maintains an active membership in Nova Scotia Building Officials Association and Fire Inspectors Association of Nova Scotia, participates in department meetings, assists Manager of Inspection Services with the development and preparation of informational brochures, pamphlets, and presentations, responds to telephone calls, emails, letters, faxes, and other communications from the public, ensures that all permit applications are dealt with in a timely manner, prepares reports and presentations, and carries out other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

### **Accountability**

This position reports directly to the Manager of Inspection Services.

### **Specific Job Responsibilities**

1. Assists with the development, coordination, oversight and implementation of a system of inspections for applications for building construction and renovations, as well as employing a similar system of inspections for fire inspections of legislated occupancies.
2. Carries out an application review for inspections of buildings or developments upon the submission of a complete building permit application including reviewing each application provided to them to ensure all parts are completed as required, site or engineering plans are submitted when required, ownership, zoning and setbacks have been confirmed with the issuance of a development permit, and fees have been paid.
3. Upon the request for an inspection for an approved building permit, reviews the application file, visits the permit property location to conduct in person site inspections, speaks with property owner or contractor if they are on-site, takes photographs and measurements as required, makes notes on approved application or inspection form,

places any required notes in file, and informs applicant or agent on-site, by email or by letter, that their inspection is approved so they can proceed with further construction or what deficiencies are required to be corrected prior to proceeding any further.

4. Ensures that all applications for building permits and inspections carried out under the Municipality's Building Bylaw and the Nova Scotia *Building Code Act* and Regulations meet the spirit and intent of the bylaw, act and regulations, and that no favouritism, bias, or lack of oversight or inspections take place that would lead to increased liability for the Municipality.
5. Completes inspections and follows processes for fire inspections of all public assembly and residential buildings with more than three units that fall within the scope of the Municipality's legal authority under the *Fire Safety Act*, including completion of forms, follows delegated schedule for inspections, ensuring that compliance and non-compliance letters are prepared and issued, with those in non-compliance followed-up with after their due date to ensure compliance, or initiating legal action which may include closing the facility to the public until compliance is achieved.
6. Reviews complaints received from residents concerning potential unapproved or non-compliant developments that are believed to be in contravention of the Municipality's building bylaw, completing a review of the complaint versus current rules, visiting the property in question to make an assessment, and where it is determined that the complaint is valid, sending a letter to the proposed non-compliant property owner seeking compliance within an established timeframe, and where compliance is not achieved discussing the matter with Manager of Inspection Services to determine next steps, which may or may not require seeking an interim injunction to stop any current work in progress, or initiating legal action.
7. Assists with a review of the Municipality's Building Bylaw and Fire Inspection Policy and associated fees triennially to ensure that the bylaw and policy continues to keep up-to-date with current building codes and fire act and regulations considering new types of building construction and materials, along with a review of fees to ensure fairness and reasonableness.
8. When situations require the research and carrying out of detailed studies around building code and fire inspection areas, supports Manager of Inspection Services with relevant research and consults with colleagues across the province including provincial officials to gather data and information to help understand the issues and potential options to support future decisions that will reduce the potential liability to the staff member or Municipality.
9. Maintains an active membership in Nova Scotia Building Officials Association (NSBOA) and Fire Inspectors Association of Nova Scotia (FIANS), contributing to the development of building and fire inspection training and education across the province, ensuring that Manager of Inspection Services is made aware of any potential

issues that require advocacy directly to NSBOA, FIANS or the Province of Nova Scotia concerning laws, regulations, bylaws or policies that have the potential to negatively affect the Municipality or its recruitment and retention of staff.

10. Positively participates in department meetings no less than monthly to review current building and fire inspections applications of note, applications of note that are expected to be received in the near future, changes or interpretations of codes and regulations, current or potential future litigation, and review of operational practices and communications, ensuring an efficiently operating department.
11. Assists Manager of Inspection Services with the development and preparation of informational brochures, pamphlets, presentations for schools concerning fire safety, and meetings with contractors and developers about proposed new building and fire safety laws, regulations and codes, including how compliance and enforcement will be implemented.
12. Responds to telephone calls, emails, letters, faxes, and other communications from the public, applicants, contractors, and developers, in a timely manner requesting information about building or fire inspection rules, permits and applications, approval processes and timelines, and basic information regarding the purpose and need for building construction design standards and fire inspection safety considerations.
13. Ensures that all permit applications are dealt with in a timely manner, that written documentation is included in each file, and occupancy permits or fire inspection compliance letters are issued immediately after approval, with the continual updating of the electronic permit database for access by all inspection staff and Director of Planning and Inspection Services.
14. Prepares reports and presentations for the Manager of Inspection Services on various topics and issues during the year as requested.
15. Other duties and responsibilities as may be assigned from time to time by the Manager of Inspection Services.

### **Qualifications and Expectations**

Candidates for this position must possess as a minimum, Level II training and certification for building inspections according to certification standards set out by Nova Scotia Building Officials Association or its successor, as well as being qualified as a Level I fire inspector according to standards set out by the Province of Nova Scotia, or be able to achieve this status within three years of starting this position.

ideally, the candidate must have a minimum of five (5) years experience working in a municipal or provincial building or fire officials setting where the focus has been on interpreting building and fire inspections codes, rules and regulations and provincial and national legislation. with preference given to those whose experience is directly or

indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have achieved an acceptable level of training and experience in one or more building trades such as carpentry, plumbing, electrical, or similar trade, be able to read and interpret legislation, building codes, and building plans, be able to deal with difficult people and be able to discuss complex matters in simple terms tactfully and respectfully, be fluent with Microsoft Office, and comfortable working in a fast-paced work environment, often under public pressure. This position will occasionally require work outside of normal office hours including evenings and weekends.