



Municipality of the County of Annapolis

Community Development

Position Job Description: **Building Official, Level II/ Fire Inspector**

Position Overview:

Building Official reviews building permits applications and inspects construction related to permits in accordance with the *Building Bylaw* and *National Building Code*.

Must obtain Fire Inspector Level 1 certification within a timeframe not to exceed two years

Job Responsibilities:

- Develops, documents and continuously improves the process of receiving, reviewing and responding to applications under the *Building Bylaw* including inspections.
- Investigates building starts without permits. Recommends related courses of action for the Municipality.
- To train as a fire inspector as per the Provincial Fire Safety Act.
- Inspect structures reported to be unsafe, in accordance with the provisions of the *AM 1.4.15 Dangerous and Unsightly Premises Policy* and report findings to the Administrator with respect to Dangerous and Unsightly Premises.
- Other duties as may be assigned from time to time.

Essential Criteria and Competencies

Minimum qualifications include:

Education/Professional Certification

- Completion of high school diploma or equivalent
- Qualified Level II by Nova Scotia Building Code Training and Certification Board
- WHIMS and First Aid

Specialized knowledge

- Civil Engineering Technology Certificate an asset
- Level 1 Fire Inspector Certification an asset

Skills

- Good organizational skills to deliver services to meet deadlines
- Good verbal and written communication skills
- Good interpersonal skills
- Computer Literacy - Microsoft Word & Microsoft Excel

Abilities

- Valid Nova Scotia Driver's License

Competencies:

- **Values Diversity** -Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.
- **Communication** - Communication is effective, timely, and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.
- **Citizen Services** - Implies a desire to help or serve others in a courteous and respectful manner and with the goal of meeting their needs. It means focusing one's efforts on discovering, meeting and balancing the needs of citizens, residents, elected officials, internal colleagues, or anyone that the person is trying to help. This involves recognizing that municipal employees are providing services and information to those who have rights and obligations (taxpayers and residents).
- **Achievement Motivation** - Focuses efforts on working well and / or competing against a standard of excellence while achieving high quality results.
- **Work Safety** - Employees have a responsibility to take all reasonable and necessary precautions to ensure their health and safety and that of anyone else who may be affected by their work or activities. This includes adhering to safe practices and standard operating procedures established to reduce risks. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.
- **Duty of Loyalty** - As a representative of the County of Annapolis, every employee has a legal obligation to avoid acting in a manner that's contrary to the County's interests. This includes refraining from public criticism of the County's practices or personnel, as well an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

Direct Reporting Hierarchy

- Reports to: Manager of Inspection Services
- Supervising others: None

Position Category

- Full-time
- Permanent
- Based of 35 hours a week

Working Conditions

The position requires the person to be on the road and on construction sites regularly being exposed to weather extremes. Physical requirements including walking, crouching, climbing, crawling, standing. This position is also requires work in an office environment and requires extensive reading and utilizing computers for varying periods of time.

CERTIFICATION

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Manager Signature</p> <hr/> <p>Manager Name Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p>Chief Administrative Officer's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.