

# Assistant Building Official



This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of *Assistant Building Official!*

We're looking for two dynamic people ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicants, our organization and our community.

The Assistant Building Official will work toward becoming a qualified Building Official through the Nova Scotia Building Code Training & Certification Board. The incumbent will take appropriate courses and fulfill all obligations as outlined through the Nova Scotia Building Officials Association Professional Studies Program.

*Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.*

## Primary Responsibilities

- On occasion, accompany Building Officials to site inspections as part of learning;
- Assist with updating building files i.e., follow-up on incomplete or inactive files;
- Advise customers on the process and procedures for obtaining building permits;
- Assist with preparation of related correspondence and reports;
- Learn the Municipal system of record keeping of inspections;
- Serve as a resource to the public & to individuals in the building industry, accessing and distributing technical information;
- Assist in the preparation of educational materials;
- Provide high-quality customer service.

**Note – Without qualifications and while training to become a Building Official, the Assistant Building Official is not permitted to conduct independent inspections or issue permits.**

## Candidate Profile

- Successful completion of a 2-year post-secondary education program such as plumbing, electrical, carpentry, construction management or construction design related field;
- Ability to read and interpret provincial legislation, regulations, municipal By-laws and policy;
- Eligible for membership in the NS Building Officials Association (NSBOA);
- Eligible for appointment as Special Constable under the NS *Police Act*;
- Strong Communication skills;
- Knowledge of computer applications within a Windows environment;
- Hold a valid driver's license;
- Ability to work with limited supervision, high level of sound and independent judgement, reasoning and discretion;
- Ability to coordinate case file management;
- Ability to effectively deal with conflict and difficult situations;
- Strong analytical and decision-making skills.

# Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan - including a pension plan (8% employer & 8% employee match)! Salary will be Level 7 (\$32.49/hr - \$36.93/hr) of the Municipal Pay Band. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). Some evening hours may be required.

For a detailed job description please click [here](#).

## Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to equity and diversity [here](#).

## How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca) by **4:30pm Friday June 9, 2023**.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca).

We thank all applicants for their time and effort in applying however, only applicants selected for an interview will be contacted.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following checks: Reference/ Employment Verification, Criminal Background, Vulnerable Sector and Education.



MUNICIPALITY *of the*  
COUNTY *of* KINGS