

Building Official



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

We're looking for a dynamic person 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 applicant, our organization and our community.

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

- Review Building Plans Specifications
 - Annotate corrections on plans and indicate specific sections of codes and regulations which apply;
 - Correspond with engineers, architects, contractors, homeowners and regulatory agencies noting acceptance deficiencies in plans and specification;
 - Ensure building plans and specifications are in compliance with requirements of other agencies where required, and ensure all required data and approvals are properly recorded on file; and
 - Review all plan revisions submitted as a result of initial plan review of construction site problems.
- On-Site Building Inspections
 - Carry out building inspections on new and existing construction to determine compliance with building codes and regulatory bodies;
 - Complete inspection reports noting compliance or deficiencies;
 - Carry out on-site inspections for swimming pool by-law; and
 - Investigate all reported incidents of building without permits, non-compliance with by-laws.
- General Office Duties
 - Enter all building inspection data to system;
 - Maintain up-to-date digital and hard copy records of building inspections;
 - Respond to questions involving building code;
 - Prepare reports and communicate problem areas.
- Reports, Orders and Legal Procedures
 - Issue stop work and cease occupancy orders when compliance with Building Codes are not adhered to;
 - Communicate with property owners to achieve compliance with the National Building Code.

Candidate Profile

Desired Qualifications

- Education and Experience
 - Certified Building Official I License (Level 2 preferred) as set out in the requirements of the NS Training and Certification Board and be eligible to be a member of the NS Building Officials Association (NSBOA);
 - Experience in the construction industry and thorough knowledge of the NS Building Code Act, Regulations and the National Building Code;
 - Firm working knowledge of all provincial legislation pertaining to building regulations;
 - Level 1 Fire Official Certification considered an asset;
 - WETT certification considered an asset.
- **Knowledge, Skills, Abilities**
 - Strong communication skills and knowledge of computer applications within a Windows environment with an emphasis on Microsoft Word, Excel and Outlook;
 - Hold a valid driver's license;
 - Be eligible for appointment as Special Constable under the Nova Scotia Police Act;
 - Great customer service skills;
 - Ability to work well independently while contributing to team goals.



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 9 (\$37.27/hr - \$44.45/hr) of the Municipal Pay Band. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week).

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.

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.

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