



JOB DESCRIPTION
Building Inspector
Planning & Development Department
Position Pay Code: PLDBI
March, 2017

POSITION SUMMARY

The Building Inspector will perform technical inspection duties in the enforcement of building codes, ordinances and the issuance of permits within the Town of Truro. The incumbent is responsible for inspecting properties and materials for compliance with plans and specifications, and to ensure compliance of federal and provincial codes, ordinance and regulations, involving new and existing structures.

In addition to the responsibilities of the Building Inspector, the incumbent will administer the Minimum Housing and Building Standards By-law and work with the Town's By-Enforcement Officer on administering the Unsightly Premise By-law, investigating citizen complaints, code enforcement, enforcement of municipal and provincial regulations.

REPORTING RELATIONSHIPS:

Reports to: Planning and Development Director

KEY WORKING RELATIONSHIPS:

Internal:

- Applicable Departments
- Other Town Departments
- Council

External:

- Public/Citizens
- Contractors
- Provincial Agencies

RESPONSIBILITIES/ACCOUNTABILITIES:

- Conduct field inspections of residential, commercial and light industrial construction, as prescribes in the Provincial Building Code Act; ensures compliance of applicable codes;
- Issuance of building permits and occupancy permits; review permit applications and plans; check plans for the compliance of codes;
- Inspect existing buildings to identify and report on footing and foundation, structural defects, electrical, plumbing, hazards and any threats to public safety; liaison with Fire Inspector and the Town's By-Law Enforcement Officer, as required;
- Examine plans and drawings of new and renovating building; visit sites and report on zoning and location of property;
- Complete and maintain administration of the Building By-Law (Provincial Building Code, Act and Regulations; remain current with new codes, technology, industry changes, including building regulations and polices;
- Issue various orders; stop work, cease occupancy, etc. as required under by-law provisions;

- Provide advice and assistance to contractors, general public, By-Law Enforcement Officer, Town Council, other Departments; respond to customer complaints and/or queries; provide high quality customer service;
- Provide reports, affidavits, and other related documentation for legal proceedings;
- Oversee duties for Deputy Building Inspector and provide assistance and guidance;
- Provide monthly reports for Town Council;
- Remain current with new codes, technology and industry changes;
- Provide building inspection services to the Town of Stewiacke (one afternoon/week);
- Review established policies and procedures and make recommendations for changes and improvements, as necessary;
- Attend meetings and maintain close working relationship with members within the department to ensure continual exchange of information with on-going activities;
- Participate in the Town's Performance Management Program; participate in departmental and town organized training and development activities, in addition to attending career development training, as directed;
- Other assigned responsibilities within the scope of the position and personal qualifications and abilities.

Planning By-Law Enforcement Officer:

- Administer the Minimum Housing and Building Standards By-law;
- Inspect properties for compliance with by-laws;
- Enforce Municipal and Provincial regulations; investigate complaints and issue warnings and citations to property owners and/or occupants;
- Provide reports and affidavits for legal proceeding.

QUALIFICATIONS

Education and Experience:

- Completion of Grade 12 High School or equivalent;
- Formal academic training in Architectural/Civil engineering or construction technology or equivalent trade;
- Possess a valid class 3 Nova Scotia Driver's License with no restrictions;
- Certification at the CBO Level II through the Nova Scotia Building Officials Association;
- Minimum of five (5) years' experience in building inspector field.

Technical Knowledge:

- Knowledge of Occupational Health and Safety Act, relevant to the provisions that apply to this work;
- Extensive knowledge in Provincial and Municipal codes relating to building construction; types of building materials; modern construction methods; principles and techniques of building inspection;
- Sufficient mathematical skills relevant to the provisions that apply to this position;
- Basic use and understanding of a computer including a variety of computer applications.

Competencies

- Excellent interpersonal skills; communication skills (written and oral), and analytical skills;
- Excellent organizational skills;
- Excellent communication skills (listening, written and oral); work effectively with a variety of people; respond to public inquiries, and provide high quality customer service;
- Excellent administrative and supervisory skills;
- Possess problem solving ability; be self-directing; have the ability to multi-task.
- Ability to address conflict in a healthy, positive and proactive manner.

Designation and/or Certification:

- Possess a valid class 3 Nova Scotia Driver’s License;
- Completion of Workplace Hazardous Material Information System Training (WHMIS).

Special Requirements:

- Required to maintain confidentiality and discretion;
- Required to submit a current Police Records Check.

AUTHORIZING SIGNATURES

Director of Planning and Development:

(Signature) (Date)

Incumbent:

(Signature) (Date)