



Municipality of the District of Lunenburg

Planning & Development Services

Position Job Description: Chief Building Official

Position Overview: Senior lead on regional shared building inspection services responsible for service model planning, implementation, and administration. This is a supervisory position responsible for leadership and direction of building staff. The Chief Building Official also performs inspections and acts as Fire Inspector as required and to ensure adequate service delivery.

Job Responsibilities

Service Model Coordination and Administration

- Develops/maintains a collaborative process to establish a uniform regional code enforcement
- In consultation and collaboration with partnering units, establishes operational policies for the delivery and enforcement of the regional building services
- Coordinates and oversees the delivery and enforcement of the Building Code Act and regulations for the regional service
- Maintains services levels according to service level standards and agreements
- Ensures accurate records are maintained
- Prepares statistical reports, requests for direction/decision and annual reports
- Makes presentations to councils/committees on Building and/or Fire Inspections and updates.
- Establishes Regional policies/procedures and processes.
- Make recommendations on changes to municipal policies and by-laws as it pertains to building and fire inspection and dangerous and unsightly properties
- Receives and resolves complaints, inquiries, etc. from residents and councils and reports on the same as required
- Strives to make the services effective and efficient

Inspection and enforcement

- Administers the National Building Code, Nova Scotia Building Code Act, Nova Scotia Building Code Regulations and the National Fire Code.
- Reviews building permit applications for compliance with regulations and issuing permits.
- Conducts site inspections for code compliance and provide direction to remedy any non-compliance.
- Advises customers on the process and procedures for obtaining building permits.
- Prepares related correspondence and reports.

- Ensures adherence to municipal enforcement policies and procedures in investigating and remedying non-compliance.
- Acts as a bylaw enforcement officer regarding dangerous and unsightly properties and buildings. Issues orders, prepares summary offence tickets for violations of building code and writes orders for fire inspections.
- Administers the Municipal Dangerous and Unsightly Premises Policy pursuant to the Municipal Government Act.
- Maintains currency and understands relevant municipal by-laws and policies including Land Use By-laws, Land Leased Community By-law, and all regulatory and technical construction standards.
- Prepares legal referrals compiling evidence and documentation in support of prosecution.
- Serves as a resource to the general public or to individuals in the building industry, accessing and distributing technical information.
- Performs the duties of a Municipal Fire Inspector in accordance with the requirements of Nova Scotia Fire Safety Act and Fire Safety Regulations.
- Identifying lands and premises in the Municipality requiring inspections in accordance with the Nova Scotia Fire Safety Act and Regulations.
- Conducts a system of inspections of lands and premises within the Municipality as required by the Nova Scotia Fire Safety Act and Regulations.
- Maintains a record of fire inspections.
- Responds to public inquiries respecting the requirements of the applicable standards.
- May be required to prepare documents for court proceedings and may be requested to appear in court to present testimony for some cases.
- Inputs inspection data, communicates with other staff and external clients, and develops correspondence and reports.
- Maintains clear and accurate electronic and paper records.
- Represents the partner units when attending association meetings to communicate, discuss and resolve issues throughout the province.
- Attends accredited continuing education programs in order to maintain good standing with compulsory associations as required.

Supervisory

- In consultation with the Director and HR, recruits and hires building staff as required
- Manages, motivates, mentors, and coaches regional building staff
- Provides leadership to the Regional Building Services ensuring employee engagement and effective communication
- Plans schedules and workload to ensure service level standards are met

- Reviews performance of building staff, coaches, mentors, and corrects/disciplines as necessary and in consultation with the Director, HR, and CAO
- Ensures adequate training program for building staff is provided and implemented
- Ensures the regular use of personal protective clothing and equipment.

Team Responsibilities

- Works with other municipal staff in the delivery of municipal services.
- Implements and communicates new code amendments to relevant stake holders.
- Consults and liaises with staff members (Development Officer, Planner, Engineer, Technicians, Solicitor, other Building Inspectors and other staff).
- Incorporates Occupational Health and Safety Act, applicable regulations, and MODL's safety program into all work and participate in the Joint Occupational Health and Safety Committee (JOHSC) as required.
- Liaises with stakeholders, regulatory agencies, and the public.

Essential Criteria and Competencies

- Minimum qualifications include:
- Professional trade or post-secondary diploma or degree or an equivalent combination of education and experience;
- Qualified Level 2 Building Official; and
- Being certified as a Level 2 Fire Inspector is an asset.
- 5 years of experience as a qualified Level 2 Building Official
- 5 years of supervisory experience
- Preferred experience and education in construction or building trades.
- Eligible for membership in the Nova Scotia Building Officials Association.
- Must have a valid driver's license.
- Must be eligible to obtain a Special Constable Appointment.
- Strong communication skills, both written and oral.
- Strong organizational and time management skills
- Ability to interact with co-workers and public in a positive and professional manner
- Attention to detail, effectively prioritizes and executes tasks

Direct Reporting Hierarchy

Reports to: Director of Planning and Development Services
Supervising Others: Regional Building Staff (Senior Building Officials, Building Officials, and/or Fire Inspectors) (X positions)

Position Category

- Full time,
- Permanent,
- Based on 35 hours per week.

Work Conditions

- Office environment
- Required to work with Management, Staff, Council and a range of stakeholders, with complex priorities and perspectives;
- Occasional interaction with stakeholders who may be aggressive or unpredictable.
- Field work required
- Exposure to elements and weather conditions