

Job Description

Building Inspector

1. Purpose and Objectives

The Building Inspector is responsible for ensuring high quality service delivery and the efficient and effective use of the building service departments financial, human, technological and equipment resources. The core purposes of the position are to:

- Provide quality service delivery of building, planning and development services
- Contribute to the health and well being of the municipality

2. Duties and Responsibilities

The following is an overview of the duties and responsibilities of the Building Inspector. The listing is not intended to be all inclusive or to limit the positions initiative or limit the right of the CAO to assign other duties.

Departmental

Service Delivery

- Receive, review, and perform mandatory building inspections and issue building permits in accordance with Federal, Provincial and Municipal standards for both the Municipality and Town of Digby
- Be appointed as or assist the Fire Inspector
- Maintain an excellent knowledge and understanding of the Nova Scotia Building Code Act and Regulations and all other applicable legislation and regulations required to perform Building Inspections and Fire Inspections
- Provide input in the development of short and long terms plans dealing with service issues and implementation strategies
- Keep informed of new developments in the field of building services (i.e., new legislation, concepts, tools, methods and technologies)
- Provide input to assist with regular evaluations to ensure programs and services are provided in efficient and effective way including analyzing alternate service delivery methods, legislative framework analysis and policy development
- Be appointed as or assist the Development Officer with Development Permit Applications
- Be appointed as or assist the Administrator of the Dangerous and Unsightly Premises
- Assist with the Civic Addressing By-Law, Orderly and Peaceful Conduct By-Law and any other Municipal By-Law as identified by the CAO
- Participate in the Digby Regional Emergency Management Operations if required

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People Management

- Identify personnel training requirements, recommend to the CAO as part of annual budget submission
- Participate in annual performance plans and appraisals and implement performance management programs if required

Occupational Health and Safety

- Ensure safe work practices are adhered to when conducting all Building Services activities and ensure compliance with all applicable codes and legislation including occupational health and safety, WHMIS and hazardous substance program
- Participate in the Occupational Health and Safety committee as required
- Participate in a proactive way in any investigations of workplace accidents or near misses

Reporting

- Assist with ensuring monthly building services reports are prepared for the CAO and Council
- Attend Council and/or Committee meetings when required by the CAO, or when requested by Council to give reports on Building Services matters and/or other issues being considered
- Maintain a travel log and notes of daily activities

Corporate

The Building Inspector encourages, promotes and models sharing of resources and integration of services.

Legislation, Policy Development and Implementation

- Maintain up to date knowledge and understanding of all relevant legislation
- Respond to clients and government agencies with correspondence as appropriate
- Maintain up to date knowledge and understanding of all municipal policies
- Ensure and monitor adherence to legislation and municipal policies
- Recommend changes to existing policies and/or develop and implement new policies as required
- Review and keep informed on documents and other reports that will have an impact on the operations of the Municipality both procedurally and financially
- Attend any meetings as directed by the CAO or Supervisor

Strategic Management

- Provide advice and expertise to Council and the CAO regarding Building Services as required

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External Contacts

- Represent the municipality at meetings, conferences, etc. as requested by the CAO or Supervisor
- Engage with Citizens, Council, other departments and levels of government in a professional manner, cultivating a positive image of the municipality's administration
- Build and maintain networks and relationships with key stakeholders and partners

3. Competencies

Customer Service – Acts in the interest of the client as appropriate, while maintaining alignment with organizational direction. May involve acknowledging a client's complaint and rectifying an organizational or systems related roadblock to good service delivery. It may also involve resolving customer-related problems through management.

Teamwork and Cooperation – Acts as a positive role model and is instrumental in ensuring positive interactions with other teams and departments. Removes barriers and solves problems related to work across teams and departments, such as sharing resources. Considers and incorporates broader cross-departmental goals into own and departmental plans and activities.

Managing People – Maximizes productivity through the delegation of work to others. Includes keeping everyone informed, focused, motivated and inspired to move in the right direction. Involves defining and communicating goals and objectives to others. Personally models desired behaviors and establishes norms for group behavior, taking appropriate action if acceptable behaviors are violated.

Communication – Facilitates open communication and information exchange. Uses understanding of audience and underlying issues to identify the most effective method of conveying information. Uses varied communication vehicles and opportunities to promote dialogue, shared understanding and consensus.

Strategic Thinking – Understands and clearly defines the projected direction of the organization and how changes might impact the department or area.

Organizational Awareness – Understands the structure and culture of both the Municipality of Digby and the Town of Digby. Understands and addresses the reasons for on-going organizational behavior or the underlying problems, opportunities or forces affecting the organization.

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4. Accountability

- The Building Inspector reports directly to the Senior Building Inspector on all services, personnel, administrative and policy issues relating to the responsibilities of the position

5. Supervision Exercised

- In the extended absence of the Senior Building Inspector, the Building Inspector directly supervises the building services department staff.

6. Education / Qualifications

- Minimum two years post-secondary education or equivalent.
- Currently hold a certificate as a Building Inspector as issued by the Nova Scotia Building Officials Association.
- Possess a valid Nova Scotia driver's license.
- Must have a reliable vehicle and possess insurance as travel is a mandatory part of the job.
- Must have strong leadership skills and be able to control situations should they become uncomfortable.
- Training in all the required sections under the Occupational Health and Safety act.
- The Building Inspector should have good communication skills.

7. Experience

- The Building Inspector should have a minimum of 2 years experience

8. Hours of Work

- 8:00 a.m. to 5:00 p.m. four days each week in accordance with the Expanded Service Hours and Four-Day Work Week Policy

9. Salary and Benefits

- As determined by policy