



## **Employment Opportunity**

### **Inspection Services Coordinator (Building and Fire Inspection - Regional Shared Service)**

#### **Who we are**

The Municipality of the District of Lunenburg is a progressive and innovative municipal government on the beautiful South Shore of Nova Scotia. We work collaboratively with other municipalities and are an economic leader.

We value our team members and their contributions to achieving our ultimate goal - providing exemplary service to our residents and visitors.

#### **Work with MODL**

We believe in a healthy work life balance for all employees that respects their personal time and allows them to lead fulfilling, impactful lives. We support the physical and mental health of our team through popular workplace wellness initiatives, generous EFAP services and an excellent benefits package. Lifelong learning is valued – we invest in educational opportunities for our employees.

At MODL we understand that our uniqueness as individuals is how we become great as a team. We value the experiences and perspectives of all our team members, and we are proud that equity, diversity, and inclusion are among our core values. We're committed to providing fair and equitable opportunities to all applicants, free from discrimination. We also strive to make our recruitment processes mirror our values and will provide accommodations to candidates to ensure access to and participation in our recruitment processes are accessible to all. If you require an accommodation, please reach out to us via email at [Human Resources](#) or call 902-543-8181.

#### **About the role**

Reporting to the Manager of Inspection Services, this newly created role will provide support and coordination for building services to four municipalities (MODL, Region of Queens Municipality, Town of Bridgewater and Town of Lunenburg). The Inspection Services Coordinator ensures the consistent delivery of Building and Fire inspection services across

municipal units through the ongoing development and implementation of processes and standards.

This position requires a strong communicator with the ability to actively listen to understand others' perspectives and challenges. You are a solution focused problem solver who appreciates a collaborative approach to address challenges. You are a team player who easily engages with others and is eager to help.

### **Is this you?**

As the ideal candidate you possess the following:

Minimum qualifications:

- A bachelor's degree or post secondary education;
- 3-5 years experience working in municipal planning and development office; OR
- Equivalent combination of education and experience.
  
- General knowledge of the Nova Scotia Municipal Government Act, Nova Scotia Building Code Act and Regulations and the Nova Scotia Fire Code Act and Regulations
- Knowledge of permit tracking systems
- Knowledge of electronic records management system
- Working knowledge of Microsoft Office software programs
- Strong written and verbal communication skills
- Good organizational and time management skills
- Valid driver's license

### **Conditions of Employment**

- Permanent, Full-time
- Based on 35-hour work week
- Salary: \$62,693– 78,367 (Band 60-Specialist) commensurate with qualifications and experience.
- In addition to salary, MODL offers a generous suite of benefits, including a defined benefit pension plan and flexible work options.
- Travel in Lunenburg and Queens Counties is required and will be compensated in accordance with MODL's Travel policy.
- Must have reliable access to a personal vehicle for travel and valid driver's license

To apply please submit a resume and cover letter via our website, [www.modl.ca/employment-opportunities/](http://www.modl.ca/employment-opportunities/), no later than **August 30, 2024 no later than 12 noon**.

Visit [www.modl.ca/employment-opportunities/](http://www.modl.ca/employment-opportunities/) to apply and view the full job description.