



Municipality of Clare

Employment Opportunity: Building Official / Fire Inspector

Are you looking for a new professional challenge in a stimulating work environment? Are you looking for a job that enables you to learn and grow, while maintaining a good work-life balance? The Municipality of Clare is currently seeking applications for the position of Building Official / Fire Inspector.

General information and work environment:

What's it like working here?

- The Building Official / Fire Inspector work environment is a mix of different work sites, including the municipal office and site visits across the municipality.
- The Building Official / Fire Inspector will be required to perform a significant portion of his/her work outside the office, in sometimes adverse weather conditions, with the possibility of noise or odors.
- Permanent full-time position (35 hours per week).
- Working hours are from 8:30 a.m. to 4:30 p.m., Monday to Friday.
- The Building Official / Fire Inspector must be willing to work overtime as required. All overtime hours are to be used as paid time off.
- Reports to the Director of Public Works.
- The Building Official / Fire Inspector must be willing and able to attend off-site mandatory training.
- The Building Official / Fire Inspector must be able to begin on October 15, 2024.

About the position:

What will I be doing?

This position is part of the Building Services division of the Municipality of Clare's Public Works Department. In short, the Building Official / Fire Inspector is responsible for conducting building inspections, fire inspections, and civic numbering. Here are some of the duties of the position:

- Perform on-site inspections as per provincial building code regulations.
- Enforce and ensure compliance with the Nova Scotia Building Code Regulations, the National Building Code of Canada, the National Fire Code of Canada, Fire Safety Act, and the National Energy Code of Canada.
- Review building plans with clients and issue building permits (including the determination of requirements for development permits).
- Meet with clients to provide advice and guidance on their building projects to ensure compliance with regulations noted above.

- Identify illegal construction activity and rectify by initiating contact with the resident by mail or in person.
- Plan and perform fire inspections in accordance with the Nova Scotia Fire Safety Act and the National Fire Code of Canada.
- Assign and register new civic numbers.
- Conduct road name changes and new road naming.

Desired qualifications:

What are we looking for?

Education:

- High school diploma or equivalent required.
- Carpentry with Red Seal Certification preferred.
- An equivalent combination of education and experience **or** graduation from a related program may also be considered.
- The selected candidate must be willing and able to achieve the Level 2 Building Official Certification through the Nova Scotia Building Officials Association (NSBOA). More information on the certification can be found [here](#).

Required experience and qualifications:

- Five (5) years direct experience in the construction industry preferred.
- Previous experience in a construction-focused regulatory environment preferred.
- Bilingualism preferred.
- Analytical and problem-solving skills.
- Strong interpersonal, oral communication and written communication skills.
- Ability to work under pressure and meet timely deadlines.
- Ability to work in a team setting.
- Computer skills (MS Office suite).
- In-depth knowledge of building products.
- Safety-conscious.
- Valid driver's license (to drive a municipal vehicle).
- Eligible for future membership into NSBOA.
- Eligible for future Special Constable designation.

Assets:

- WHMIS certificate
- First aid certificate
- Any level of Building Official Certification through the NSBOA.

Compensation and benefits:

What's in it for you?

- A competitive salary.

- New employees are entitled to two weeks (10 working days) of vacation during their first two years of service. From their third year of service, employees are entitled to an additional week (15 working days) of vacation. Vacation entitlements increase thereafter in accordance with the municipality's Human Resources Policy Manual.
- Attractive pension plan with matching employer contributions.
- Comprehensive group insurance plan including medical, dental, long-term disability, critical illness, accidental death and dismemberment benefits.
- Training and professional development opportunities.
- A great team of colleagues and good work-life balance.

Closing date and applications:

Please submit your resume and cover letter, **by 4:00 p.m. on Tuesday, September 24, 2024**, to the undersigned.

In person to: Daniel Gaudet, Director of Public Works
1185 Highway 1
Little Brook, N.S. B0W 1M0

By e-mail to: Daniel Gaudet at building2@munclare.ca

A copy of the job description may be requested from the Director of Public Works.

The Municipality of Clare is committed to diversity, equity and inclusion in its workplace and hiring practices. We are an equal opportunity employer. If you require accommodation during the application or hiring process, please contact cao@munclare.ca. Requests for accommodation will be treated confidentially.

We thank all applicants, but only those selected for an interview will be contacted.