



# MUNICIPALITY OF THE DISTRICT OF WEST HANTS

## JOB DESCRIPTION ASSISTANT BUILDING OFFICIAL

**Position Title:** Assistant Building Official  
**Department/Division:** Planning  
**Reports To:** Director of Planning and Development  
**Subordinate Staff:** None  
**Salary Range:**  
**Classification:** Term Position  
**Revision Date:** November 2015

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**Position Summary:** The Assistant Building Official assists the Senior Building Official in providing building inspection services, processing applications, and issuing permits for residential dwellings to the Municipality of the District of West Hants.

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### JOB DUTIES AND RESPONSIBILITIES<sup>1</sup>

#### Inquiries & Approvals

- Answers public inquiries regarding building permit and inspection matters and provides assistance as necessary
- Reviews building permit applications and ensures compliance with appropriate regulations
- Issues building, footings, occupancy, demolition and other permits as provided for by the Municipal Building Code Act By-Law
- Reviews outstanding applications and takes appropriate follow-up action
- Assists the public with applications for municipal water and sewer, on-site septic, driveway access and other external approvals

#### Record Keeping

- Maintains records of all inspections and recommends the appropriate course of action for infractions
- Maintains correspondence, records, files and databases
- Compiles reports, as needed

#### Information Sharing

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<sup>1</sup> Job descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Job descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The municipality of West Hants reserves the sole and unfettered right to make changes to this job description, as required by the organization, without impact upon the employment relationship.

- Provides information to the Civic Addressing Coordinator on building and driveway location for civic addressing purposes

### **Monitoring & inspection**

- Inspects buildings/structures during construction as provided for in the by-law
- Undertakes appropriate monitoring to identify illegal building activity and recommends enforcement action

### **Professional Development**

- Keeps up-to-date on building regulations and code changes, construction practices and materials, and all other matters related to responsibilities by attending seminars, conferences, courses and meetings, subject to Director's approval

### **Staff Support**

- Provides advice and assistance to other staff as required

## **JOB CHARACTERISTICS**

### **Work Environment**

The Assistant Building Official is required to travel to different locations within the Municipality of the District of West Hants to inspect and monitor sites seeking building approval or currently under construction. Travel may be required year round.

## **JOB REQUIREMENTS (KNOWLEDGE, SKILLS, EDUCATION, AND TRAINING)**

### **Education & Experience**

- High school diploma
- Relevant experience in the building and construction field

### **Training & Certification**

- Qualified Building Official Level 1
- Must be willing to undertake all additional training required to achieve Level 2 certification

### **Knowledge, Skills, & Abilities**

- Knowledge of building codes/inspection
- Competency in computer applications such as word processing and spreadsheets
- Good communication skills and ability to explain technical information
- Able to interact with the public in a professional and friendly manner
- Able to demonstrate tact and diplomacy

### **Other**

- A valid Nova Scotia Drivers License and access to a reliable vehicle