

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: BUILDING / FIRE OFFICIAL (Level 2)
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 4 (Level 1) RANGE 5 (Level 2)	Approval Date: MARCH 2026

General Job Responsibility

The Building/Fire Official is responsible for assisting with the development, coordination, oversight and implementation of the Municipality's building and fire inspection program, completing inspections, and for providing technical support on complex plan reviews, inspections, compliance matters and policy reviews. Also responsible for reviewing application files, ensuring compliance with the Municipality's Building Bylaw, the Nova Scotia Building Code Act and Regulations, completing building/fire inspections, responding to complaints, supporting the Director of Planning and Inspection Services with research and reporting, maintaining an active membership in Nova Scotia Building Officials Association and Fire Inspectors Association of Nova Scotia, participating in department meetings, assisting the Director of Planning & Inspection Services with the development and preparation of informational brochures, pamphlets, and presentations.

Accountability

This position reports directly to the Director of Planning & Inspection Services.

Specific Job Responsibilities

1. Assists with the development, coordination, oversight and implementation of a system of inspections for applications for building construction and renovations, as well as employing a similar system of inspections for fire inspections.
2. Leads and conducts technical review of complex and higher risk building and fire permit applications, including engineered drawings, multi-unit residential, commercial, and industrial developments, providing guidance to Level 1 (if Level 2 qualified) staff on standard applications.
3. Upon the request for an inspection for an approved building permit, reviews the application file, conducts in person site inspections, and informs the applicant or agent in writing the approval/denial of the permit. If denied, the Official would explain any deficiencies to be corrected prior to proceeding.
4. Ensures that all applications for building permits and inspections carried out under the Municipality's Building Bylaw and the Nova Scotia *Building Code Act* and Regulations meet the spirit and intent of the bylaw, act and regulations without favouritism or bias.

5. Completes inspections and follows processes for fire inspections of all public assembly and residential buildings with more than three units that fall within the scope of the Municipality's legal authority under the *Fire Safety Act*, including completion of forms, following the delegated schedule for inspections, ensuring that compliance and non-compliance letters are prepared and issued, with those in non-compliance followed-up with after their due date to ensure compliance, or initiating legal action which may include closing the facility to the public until compliance is achieved.
6. Reviews complaints received from residents, completing a review of the complaint versus current rules, visiting the property in question to make an assessment, and where it is determined that the complaint is valid, sending a letter to the proposed non-compliant property owner seeking compliance within an established timeframe, and preparing findings and recommendations for the Director of Inspection Services to determine next steps if necessary.
7. Assists with a review of the Municipality's Building Bylaw and Fire Inspection Policy and associated fees triennially to ensure that the bylaw and policy remains current with building codes, fire act and regulations considering new types of building construction and materials, along with a review of fees to ensure fairness and reasonableness.
8. When situations require the research and carrying out of detailed studies around building code and fire inspection areas, provides research and consults with colleagues across the province including provincial officials to gather necessary information to help understand the issues and options to support future decisions as directed by the Director of Planning & Inspection Services.
9. Maintains an active membership in Nova Scotia Building Officials Association (NSBOA), Fire Inspectors Association of Nova Scotia (FIANS) and supports ongoing professional development and knowledge sharing with the inspection team.
10. Participates in department meetings to review applications of note, code of interpretations, operational practices, and emerging issues.
11. Assists the Director of Planning & Inspection Services with the preparation of informational brochures, pamphlets, presentations for schools. Prepares for meetings with contractors/developers about proposed new building and fire safety laws, regulations, codes, and including how compliance and enforcement will be implemented.
12. Responds to all communications from the public, applicants, contractors, and developers, in a professional and timely manner.

13. Ensures that all permit applications are dealt with in a timely manner, that written documentation is included in each file, and occupancy permits or fire inspection compliance letters are issued in accordance with established service standards
14. Prepares reports and presentations for the Director of Inspection Services as requested.
15. Other duties and responsibilities as may be assigned from time to time by the Director of Planning & Inspection Services.

Qualifications and Expectations

Candidates for this position must possess as a minimum, Level 1 or 2 training and certification for building inspections according to the standards set out by Nova Scotia Building Officials Association (NSBOA) and must also be qualified as a Level 1 fire inspector according to standards set out by the Province of Nova Scotia, or be able to achieve this status within three years of starting this position.

Ideally, the candidate must have a minimum of five (5) years experience working in a municipal or provincial building or fire inspection environment, with demonstrated experience interpreting and applying building and fire inspection codes, rules, regulations, and related provincial and national legislation. Experience within a municipal government is preferred, however an equivalent combination of formal training, professional experience, and lived experience will be considered.

Due to the nature of this position, the employee must:

- Have training and/or experience in building trades such as carpentry, plumbing, electrical, or a similar trade
- Have ability to read and interpret legislation, building codes, and building plans
- Demonstrate the ability to manage difficult or contentious situations and communicate complex technical information in clear and simple terms tactfully and respectfully
- Have fluency with Microsoft Office
- Have comfortability working in a fast-paced work environment, often under public pressure

This position may occasionally require work outside of normal office hours including evenings and weekends.