



ABOUT THE TOWN OF NEW GLASGOW

The Town of New Glasgow, nestled along the scenic riverside of Northern Nova Scotia, stands as a vibrant and pivotal commercial center for Pictou County. Here at the Town of New Glasgow, we take pride in our dynamic and flourishing financial and professional sectors, upholding a longstanding tradition of excellence that permeates entrepreneurship, education, social leadership, athletics, entertainment, and all levels of government. Our town is a testament to history, adorned with architectural gems that narrate the past, but we are also committed to moving forward and continuously expanding our offerings to enrich the lives of our residents and visitors alike. New Glasgow presents an ever-growing array of amenities, including vibrant arts and culture centers, a diverse selection of restaurants and entertainment venues, and an abundance of lush parks and trails. These facets converge to cultivate a thriving community and bolster our local economy.

THIS MOMENT, THIS POSITION

The Town of New Glasgow is excited to be hiring for the position of Building Official. Reporting to the Director of Engineering and Public Works, the Building Official will perform technical inspection duties in the enforcement of building codes, ordinances, and the issuance of permits within the Town of New Glasgow. This individual is responsible for inspecting properties and materials for compliance with plans and specifications, and to ensure compliance with federal and provincial codes, ordinances, and regulations, involving new and existing structures.

Additional duties of the Building Official include but are not limited to:

- Addresses public enquiries and provides information regarding the process for building permits, code-related inquiries, wastewater systems, environmental approvals and zoning issues. This includes meeting with site engineers, developers, and contractors for consultation.
- Liaises with the Office of the Fire Marshal, Nova Scotia Environment & Climate Change, Department of Public Works and shares information including the provision of building approvals and permits. This also includes researching requests such as locating old occupancy permits for lawyers and real estate agencies as well as communicating with Nova Scotia Power for power hook-ups and shutoffs to existing buildings.
- Collaborates with other towns and municipalities to share ideas or common issues which include attending meetings regarding code & building regulation changes and zoning issues in order to ensure more consistency with building inspections.
- Reviews building permit plans to ensure they meet building code requirements and notifies the developer of any deficiencies. This position also reviews building permit applications and ensures compliance with appropriate regulations and issues building permits as required.
- Calculates various fees relating to the issuing of permits (i.e. sewer hook-up, building, footing, and infrastructure fees) prior to issuing any permits.
- Inputs all permit information into a database for each new or existing property for development and inputs all inspection reports and occupancy permits.
- Gathers information on new or existing properties such as sewer hook-ups, plot plans, zoning



information, location certificates, building permits and occupancy permits, footing permits, power hook-ups, water infrastructure, development agreements, and Nova Scotia Environment and Department of Transportation and Infrastructure Renewal approvals.

- Inspects new buildings as well as renovations/alterations or changes in occupancy such as the construction of apartments or commercial and industrial buildings. While ensuring to note and record any infractions and maintain appropriate correspondence, plans and logs of all building inspection activities, and performs required inspections as per the building code.
- Issues stop work orders for major building code violations.
- Enters complete inspection information into database and files and all relevant documents (lot grading certificates, TIR, NSE Approvals, Location Certificates, building inspections, and occupancy permits).
- Examines building plans for commercial, industrial and residential occupancies to ensure compliance with the Building Code Regulations and Codes.
- Supports investigations related to complaints regarding dangerous and unsightly premises and unsafe buildings leading to issuing demolition orders.
- Other duties and special projects as assigned.

EDUCATION AND BACKGROUND

- Post-secondary degree in civil engineering technology, building trades, architectural technology or equivalent.
- Qualified Building Official I License (Level 2 preferred) as set out in the requirements of the Nova Scotia Training and Certification Board in addition to eligibility to be a member of the Nova Scotia Building Officials Association (NSBOA).
- Candidates with a trades background who are willing to enter into an agreement with the Town to complete the Qualified Building Official I License along with a commitment to the organization to obtain certification and work for the Town of New Glasgow may be considered in the event a Qualified Building Official I License candidate can not be obtained. Candidates for this option may be considered and should detail their credentials and ability to obtain certification as part of their submittal.
- Experience in the construction industry and thorough knowledge of the Nova Scotia Building Code Act, Regulations, and the National Building Code.
- Firm working knowledge of all provincial legislation pertaining to building regulations.
- Valid driver's license.
- Clear criminal background.

All interested applicants are asked to submit their resume and cover letter to Rebecca MacNeil, Director of Human Resources (rebecca.macneil@newglasgow.ca) on or before the end of the day Friday, September 6, 2024.



STATEMENT OF INTENTION

We encourage applications from a wide spectrum of backgrounds and experiences, recognizing the immense value that diversity brings to our team. We are on a journey of learning and growth, continually striving to create a more inclusive and equitable environment. We encourage individuals from historically underrepresented communities, including Black, racialized, and Indigenous Peoples, members of the 2SLGBTQ+ community, newcomers to Canada, and people with disabilities, to apply.

We are committed to providing accommodation for individuals with disabilities at every stage of the hiring process. We recognize that there is always more to learn and improve upon in our journey towards greater inclusivity and humility.

THE TOWN OF NEW GLASGOW IS GUIDED BY KEY STRATEGIES THAT DEFINE OUR COMMITMENT TO PROGRESS:

Investment in Infrastructure: We believe in the power of well-maintained infrastructure to drive growth and prosperity.

Commercial Development: We actively promote a business-friendly environment, fostering economic expansion.

Environmental Stewardship: We are dedicated to preserving and enhancing our natural surroundings for current and future generations.

Downtown Revitalization: We are invested in revitalizing our town center, making it a vibrant hub for all.

Cultural Diversity: We celebrate diversity and actively work to build an inclusive community.

Strategic Partnerships and Regional Cooperation: We believe in the strength of collaboration and actively engage in regional initiatives.

Health and Safety: We prioritize the well-being of our residents and employees, ensuring a safe environment for all.

The Creative Economy: We recognize the vital role of creativity and innovation in driving economic growth.

As an employee in New Glasgow, you will be part of a community that embraces growth, diversity, and progress. Join us in shaping a future filled with opportunities, both for personal and professional development, in a town that treasures its heritage while embracing a forward-thinking vision.

A complete job profile, outlining additional competencies, educational and experience requirements and working conditions can be provided to candidates upon request.