

**JOB DESCRIPTION**  
**MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH**

---

**TITLE:** Carpenter and Building / Fire Inspector (in training)

---

**STATUS:** Class A, Permanent, Full-Time

---

**HOURS:**

4-day Work Week, Monday – Thursday or Tuesday – Friday 8:00 a.m. to 5:00 p.m.

The Building/Fire Inspector may also be required to be available after normal working hours and on weekends.

---

**NOTE:**

This position will be required to provide Building/Fire Inspector services to other municipal units as assigned by Council.

This is a developmental position. The successful candidate will be required to complete the necessary training and certification to become a qualified Building/Fire Inspector within a specified timeframe, based on availability of courses.

---

**REPORTS TO:**

The Building/Fire Inspector reports to the Director of Public Works on building and fire inspection matters.

---

**GENERAL RESPONSIBILITIES:**

The Building/Fire Inspector is accountable to the Director of Public Works. The incumbent will support the administrative and technical aspects of enforcement of building codes and regulations (i.e. the National Building Code, Building By-Law and Dangerous & Unsightly Premises By-Law) and assist with municipal duties under the Fire Safety Act including fire inspections.

Under supervision, the incumbent will assist with inspections, compliance monitoring, and public inquiries while working toward obtaining required certifications. This position will also assist with the administration of the civic address By-law.

---

**MAINTAINS LIAISON WITH:**

- Chief Administrative Officer
  - Director of Public Works
  - Development Officer
  - Chief Administrative Officer or Municipal Clerk of Municipal Units where services are provided
  - Department Directors and Staff
  - Contractors and Developers
  - Municipal Solicitor
  - Members of Council
  - Appropriate Federal and Provincial Departments (i.e. DOE, DOT, DOF, DNR)
  - Local officials
  - General Public
  - Office of the Fire Marshall
- 

**QUALIFICATIONS:**

- Certificates, diplomas and/or experience in construction trades (i.e. carpentry, plumbing, electrical) considered an asset
- Basic knowledge of building codes, fire safety legislation, and inspection processes considered an asset
- Willingness and ability to complete required training and certification programs within a specified timeframe based on the availability of courses
- Ability to read and interpret blueprints and technical documents is considered an asset

- Knowledge of Occupational Health and Safety regulations, policies and procedures
  - Strong problem solving and decision-making skills
  - Strong written and oral communication skills
  - Strong research skills
  - Ability to use a broad range of computer applications
  - Financial management skills considered an asset
  - Knowledge of Labour Code and Guidelines considered an asset
  - Valid Class 5 Driver's License
- 

### **Specific Duties – Building Inspector Functions:**

1. Assist with enforcement of applicable Building By-Law, National Building Codes and Standards and related Building Regulations;
2. Assist in the issuance of building permits and carry out inspections under supervision to ensure compliance with applicable regulations including civic address By-law where applicable;
3. Maintain records of building permits and assist in preparing required reports (e.g. CMHC, Assessment Department, Statistics Canada);
4. Provide general information to the public regarding building codes, permits, and related requirements;
5. Assist with inspections on municipal properties and support municipal construction projects to ensure compliance with specifications;
6. Respond to public and stakeholder inquiries regarding building permits and construction-related matters;
7. Support public relations activities related to building and fire inspection responsibilities;
8. Assist with inspections and reporting related to the Dangerous & Unsightly Premises By-Law;
9. Participate in training and certification programs related to building inspection;
10. Other duties as assigned from time to time.

---

**Specific Duties – Fire Inspector Functions:**

1. Assist with fire safety inspections and prepare reports in accordance with the Fire Safety Act of the Province of Nova Scotia;
2. Support enforcement of the Fire Safety Act, including notification to property owners and follow-up actions as required;
3. Maintain records of fire safety inspections conducted within the Municipality;
4. Participate in training and certification programs related to fire inspection;
5. Other duties related to Fire Inspector functions as assigned.

---

This position is considered developmental. The incumbent will be required to obtain the necessary Building/Fire Inspector certifications within a timeframe established by the Municipality. Upon successful completion of required certifications and demonstration of competency, the employee may be eligible for reclassification and corresponding salary adjustment in accordance with municipal policies.