

JOB DESCRIPTION

Position Title:	Building Official
Reports to:	Director of Planning and Economic Development
Status:	Regular Full-time
Department:	Planning and Economic Development
Hours of work:	8:30am to 4:30pm or compressed workweek
Updated:	July 2026

POSITION SUMMARY

The Building Official administers and enforces the Nova Scotia Building Code Act, Building Code Regulations, National Building Code of Canada, National Plumbing Code, and applicable municipal by-laws relating to construction, occupancy, demolition, and minimum housing standards.

Working within the Planning & Development Department, the position reviews permit applications, conducts inspections, issues permits and occupancy approvals, provides technical guidance to applicants and contractors, and supports safe, compliant development throughout the Town of Yarmouth.

This position may also be required to support and work with the Town's By-law Enforcement Officer on an as needed basis to address departmental resourcing needs that may arise from time to time.

JOB RESPONSIBILITIES

1. Building Code Administration

- a) Review applications for building, demolition, and occupancy permits for compliance with applicable legislation, regulations, and municipal by-laws.
- b) Interpret and apply the National Building Code, National Plumbing Code, Building Code Regulations, and related legislation.
- c) Issue building, demolition and occupancy permits in accordance with legislative requirements.
- d) Maintain accurate permit records, inspection reports, and related documentation within municipal information systems.

2. Building Inspections & Compliance

- a) Conduct and/support required inspections of residential, commercial, industrial, and institutional construction projects.
- b) Verify compliance throughout all stages of construction, alterations, additions, demolitions, and changes of occupancy.
- c) Identify deficiencies, provide direction for corrective action, and monitor compliance.
- d) Issue Stop Work Orders, or other enforcement measures where required.

3. Regulatory Enforcement

- a) Administer and enforce the Nova Scotia Building Code Act and applicable municipal by-laws.
- b) Administer and enforce the Town's Minimum Housing Standards and Vacant Buildings By-laws.

- c) Support the administration of Part XV of the Municipal Government Act relating to Dangerous or Unsanitary Premises.
- d) Prepare documentation and provide evidence for legal proceedings, appeals, or enforcement actions where required.
- e) Support to the Town's By-law Enforcement Officer, as required, on matters related to other Town Bylaws.

4. Customer Service & Technical Advice

- a) Provide professional advice and interpretation of building regulations to property owners, contractors, architects, engineers, developers, and the general public.
- b) Meet with applicants during the planning and design stages to identify code requirements and facilitate efficient permit review.
- c) Respond to public inquiries regarding permitting requirements, inspections, occupancy, code interpretation, and related development matters.
- d) Liaise with provincial agencies, utilities, consultants, and other regulatory authorities as required.

5. Departmental Support & Continuous Improvement

- a) Participate in departmental initiatives that improve permitting processes, customer service, and regulatory efficiency.
- b) Assist in developing policies, procedures, standard conditions, and internal practices related to building code administration.
- c) Prepare reports, technical correspondence, and recommendations for senior management, Council, and committees as required.
- d) Maintain required professional certifications and participate in continuing education programs, as applicable.

REQUIRED QUALIFICATIONS

1. Education & Experience

- a) Diploma or degree in Building Technology, Construction, Engineering Technology, Architectural Technology, or a related discipline, or an equivalent combination of education and directly related experience.
- b) Member of the Building Officials Association of Nova Scotia (NSBOA) or eligible for membership. (Once qualified, inspectors employed with the Municipality will be expected to achieve Level 1 building official certification within 3 years and Level II within 5 years).
- c) Minimum five (5) years of progressively responsible experience in construction, building inspection, code enforcement, or a related field.
- d) An appropriate combination of education, training, certification, and directly related experience may be considered in lieu of the minimum qualifications.

2. Knowledge, Skills & Abilities

- a) Working knowledge of the National Building Code, National Plumbing Code, Building Code Act, and applicable legislation.
- b) Ability to interpret construction drawings and technical documents.
- c) Work within team environment

- d) Strong communication, organizational, and problem-solving skills.
- e) Sound judgement and the ability to exercise regulatory authority fairly and consistently.
- f) Proficiency with standard office software and permitting/database systems.
- g) Valid Nova Scotia Driver's Licence.

3. Working Environment

This position:

- a) May require occasional evening meetings, including Council and committee meetings.
- b) Works in an environment where conflict management and professional judgment are required.
- c) Performs outdoor inspections in varying weather conditions and travels on a variety of road conditions.
- d) Requires proficiency in computer applications and ability to work with municipal permitting systems.
- e) Is eligible for pre-approved banked time in lieu of overtime, in accordance with Town policy.