



## **TOWN OF AMHERST JOB POSTING (OPEN COMPETITION)**

**POSITION:**

**Building Inspector - Permanent Full Time Position**

**DEPARTMENT:**

**Operations Department**

The Town of Amherst is a progressive community of almost 10,000 people strategically located in the centre of the Maritime Provinces; 40 minutes from Moncton and 1 hour 45 minutes from Halifax. The Town offers a lifestyle second to none in Atlantic Canada. The successful candidate will join a professional, highly trained work force which works cooperatively to make Amherst a better place to work, live and play.

**SUMMARY OF RESPONSIBILITIES:**

- Administer and enforce the Town of Amherst Building Bylaw, Minimum Standards for Residential Development Occupancies Bylaw and the Nova Scotia Building Code Regulations
- Administer the Dangerous and Unightly Premises Section of the Municipal Government Act and the Town's Dangerous or Unightly Premises Policy.
- Provision of relevant information on any and all of the above bylaws and policies to developers, citizens and other Town staff.
- Other duties as assigned by the Director.

**QUALIFICATIONS:**

- The successful candidate will have completed Level I and Level II Building Inspection certification
- The preferred candidate will be a Nova Scotia Certified Building Official (or equivalent) and eligible for membership in the Nova Scotia Building Officials Association.
- Candidates with a Certified Engineering Technologist diploma or Journeyman certification in Carpentry, Plumbing or Electrical fields are also preferred.
- Experience in a municipal government environment would be an asset.
- Experience as a municipal bylaw enforcement officer will be considered a strong asset.
- Valid driver's license required.

**SALARY:** Based on qualifications and experience

**DEADLINE FOR APPLICATIONS:** Interested persons are invited to deliver their resume, with cover letter, in confidence to the undersigned before 4:00pm, April 7, 2017.

Kimberlee Jones,  
Human Resources  
98 Victoria St,  
P.O. Box 516, Amherst, NS B4H 4A1  
kjones@amherst.ca

A full job description may be obtained from the Town of Amherst website: [www.amherst.ca](http://www.amherst.ca)

We thank all those who apply, however, only those selected for an interview will be contacted. No telephone calls please.



**amherst.ca**



**TOWN OF AMHERST**  
**JOB DESCRIPTION**

Job Title: Building Inspector

Department: Operations

Supervisor/Reports to: Deputy CAO / Operations

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**Summary of Responsibilities:**

1. Administer Building Bylaw and Nova Scotia Code Regulations for the Town of Amherst
  2. Administer Dangerous and Unsightly Premises section of the Municipal Government Act and the Town's Dangerous and Unsightly Premises Policy
  3. Administer and enforce the Town of Amherst Minimum Standards for Residential Occupancies Bylaw and the Land Use Bylaw as it pertains to the issuance of development permits, and other such bylaws or policies as assigned.
  4. Provide information on any and all of the above to citizens, staff and elected officials as required.
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**Basic Duties:**

1. As Building Inspector enforce the Town of Amherst Building Bylaw and Nova Scotia Building Code Regulations, including taking applications, conducting inspections and issuing permits.
2. As Assistant Development Officer interpret and administer the Town of Amherst Land Use Bylaw
3. Participate in Planning Advisory Committee, Unsightly and Dangerous Premises Committee and Heritage Advisory Committee as required.
4. Enforcement of all of the above Bylaws and policies including the issuance of SOT's and Orders as required.
5. Other duties as assigned by the Director.

**Position Requirements:**

Valid Nova Scotia drivers licence; physically capable to attend construction sites; close attention to detail; reading and interpreting various government acts; ability to write legal letters and orders; ability to deal effectively with the public; ability to deal with difficult people; basic computer skills.

Minimum CBO I Certification, CBO II Preferred (from the Nova Scotia Building Code Training and Certification Board (NSBCTCB))

Ability to read and interpret construction drawings; working knowledge of National Building

Code; good communication and interpersonal skills; knowledge of construction trades; experience of municipal working environment would all be considered assets.