



Planning, Engineering, & Development
Building Inspector

Interested applicants, provided they meet the eligibility, should submit a resume to Sherman St. Germain, Director of Finance and Human Resources, prior to the posting expiry date. Please submit via email to hr@hampton.ca, in person at the town office or to PO Box 1066, Hampton NB., E5N 8H1

Job Title:	Planning, Engineering, & Development Permanent (Full-Time)	Reference Job # 2405012700
Reports To:	Director of Planning, Engineering and Development	
Salary Range:	Level 7 (Range \$50,076 - \$67,750)	
Posting Date:	May 8th, 2024	
Posting Expiry Date:	May 29 th , 2024, at 1:00 pm	
Anticipated Start:	June 2024	
Job Summary	Incumbent will be appointed by Hampton Council as the Building Inspector under the Building Code Administration Act and Local Governance Act respectively. The Building Inspector will work under the direction and supervision of the Director of Planning, Engineering and Development and will assist with developing and maintaining effective communications and working relationships with the CAO, Mayor, Council, employees, and employees, and volunteers.	

DETAILED JOB DESCRIPTION ATTACHED

HAMPTON

JOB DESCRIPTION



BUILDING INSPECTOR

Job Summary:

Incumbent will be appointed by Hampton Council as the Building Inspector under the Building Code Administration Act and Local Governance Act respectively.

Primary Relationships:

The Building Inspector will work under the direction and supervision of the Director of Planning, Engineering and Development and will assist with developing and maintaining effective communications and working relationships with volunteers, contractors, external agencies, the public, CAO, Mayor, Council, and employees.

Duties and Responsibilities:

- Ensure compliance with all relevant Provincial and Local Legislation including, but not limited to, Acts, regulations, by-laws, policies, and codes, through effective building inspection and by-law enforcement procedures.
- Receive, review, and approve all applications for buildings and structures with the issuance of a permit, including but not limited to plan examination, code, and By-Law evaluation for compliance.
- Conduct all relevant inspections and assist in the issuance of orders and/or notices related to terms of permits and regulations violated, to ensure construction projects comply with approved plans, building codes and relevant provincial/municipal laws.
- Prepare monthly reports of Hampton's construction activities for the Director, CAO, Hampton Council, and various provincial and federal agencies.
- Prepare and discuss technical reports, correspondence, and any findings to support an opinion.
- Provide technical opinions and direction to contractors, staff, external agencies, and the public.
- Process and investigate complaints from residents and other Hampton Departments, issue written non-compliance orders, notices, and corrective actions when necessary. This includes interacting with residents, contractors, and town staff regarding permitting, code information, by-laws, questions, complaints, and concerns.
- Assist in the development of by-Laws, policies, procedures, guidelines, standards, and any other document as it relates to Planning, Building, and Development.

- Assist with the evaluation process for By-Law Enforcement including but not limited to dangerous and unsightly premises, constructing without a permit, maintenance and occupancy of buildings and premises.
- Utilize department information management systems and record keeping for any application, permit, letter, report, and any other official document prepared and/or issued by Hampton.
- Remain current in all regulatory and technical construction practices and standards.
- Assist with department information management systems and record keeping for all aspects of Planning, Engineering and Development, including but not limited to Hampton's application/permit tracking, Geographical Information System (GIS), Microsoft Teams and Mobile Inspection Systems.
- Assist the Director of Planning, Engineering and Development and other Hampton staff with other departmental activities as required.

Required Education, Training and Skills:

- Must possess or be willing to work towards Certification as an NB Certified Building Official with the New Brunswick Building Officials Association (NBBOA) as the NBBOA Education Schedule permits.
- Previous residential and commercial construction experience would be considered an asset.
- Working knowledge of current technology including computers and mobile devices used for data management systems, Microsoft programs (Excel, Word, PowerPoint, Teams), mapping systems (GIS, GeoNB, etc.) and any others as required.
- Effective analytical skills, sound judgement and strong attention to detail.
- Maintain a thorough knowledge of the most recently adopted Building Code and Building Code Administration Act, applicable sections of the Local Governance Act and Community Planning Act.
- Ability to read and interpret drawings, plans, sketches, layouts, and specifications.
- Ability to establish and maintain effective working relationships with contractors, land/property owners, Hampton officials, employees, volunteers, and residents.
- Effective communication, both written and verbal, when dealing with clients, architects, engineers, other government agencies and contractors/developers.
- Ability to manage time, be organized and plan work assignments effectively to maintain a smooth flow of record keeping and information processing.
- Applicable training as approved by the Director of Planning, Engineering and Development/CAO will be provided at Hampton's expense.

Working Conditions:

- On occasion, attend meetings and conduct presentations.
- Support staff and public at various stages and processes.
- Candidate must have a valid driver's license.
- Overtime/Flextime as required.
- 37.5-hour work week