



Job Advertisement – Building Intern

<u>Department Group:</u>	Building Services
<u>Type:</u>	Full Time
<u>Filled/Vacant/New:</u>	New
<u>Multiple Positions (Y/N):</u>	N
<u>Management/Union:</u>	Union
<u>Reports To:</u>	Director of Public Works & Development (Director)
<u>Posting Date:</u>	September 23, 2022
<u>Closing Date and Time:</u>	October 7, 2022 – 4:00 p.m.
<u>Start Date:</u>	To Be Determined
<u>Salary:</u>	\$54,071.59 - \$62,099.09

Introduction:

The Municipality of Pictou County (Municipality) is the local government responsible for providing services to citizens in the rural communities of Pictou County, Nova Scotia. The Municipality has a population of approximately 21,000 residents, making it one of the largest in the province. The Municipality's Department of Public Works & Development (Department) provides services in the areas of public works, roads, water, wastewater, GIS, bylaw enforcement, building services, and development.

The Role:

The Municipality is seeking a Building Intern to join our growing team. The purpose of this document is to provide a job description and advertisement for this role which may be reviewed and revised from time to time.

Reporting to the Director of Public Works & Development (Director), and in accordance with the Nova Scotia Building Code Act (Act) and NSBOA (membership required), the successful candidate will have the responsibility of accepting and providing commentary related to building permit applications, completing field inspections for single storey accessory buildings and single storey decks, and for supporting the Building Services Group and Building Officials in their work. In all cases, the Building Intern will work to advance the Municipality's interests and process applications to aid in the delivery of overall building services to the public.

As the successful applicant, you will have excellent written and technical communication skills and will be willing to present information, including in public settings, as requested by the Director from time to time. You will also be a self-starter able to work in a fast-paced office setting to provide excellent levels of service to the public.

This position will require training and the completion of coursework to satisfy the conditions of the Nova Scotia Building Code Training and Certification Board upon the requirement of the Director. As such, the successful applicant must be willing and able to obtain qualifications within the timeframe set out by the Municipality and in keeping with industry standards. They will be committed to continual learning and career development at their own direction or as required by the Director. Further career progression information is provided below.

The responsibilities of this role shall in all cases be consistent with the Municipality's Building Bylaw, relevant legislation, and industry best practices. Furthermore, the successful applicant will work with other groups of the organization including, but not limited to, Public Works, GIS, Development, Bylaw Enforcement, Planning, Recreation, Communications, Internet Services, and Finance to best serve our residents.

As required by the Director, the successful applicant shall also provide detailed information, technical advice, interpretations, and general recommendations to prospective developers, elected officials, and other agencies respecting matters of building services with the goal of educating the public about building best practices.

Additional duties may be assigned to this role from time to time by the Director further to those noted above.



Municipality of Pictou County

Department of Public Works & Development

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Qualifications:

Candidates for this position must possess a degree or diploma with a minimum of two (2) years of formal post-secondary education in a related field, including, but not limited to construction trades (carpentry, foundations, etc.), building sciences, technology, architecture, and engineering complete with five (5) to ten (10) years of practical related experience or an acceptable combination of education and work experience. Preference may be given to candidates with building official qualifications and coursework already completed; candidates are encouraged to include such qualifications in their application. The Municipality may consider applicants with less experience than that noted above if considered to be in its best interests.

Union:

This role is a union-based position and is subject to the conditions of the existing agreement between the Municipality and its Employees Union (Collective Agreement, NSGEU Local 60).

Hours and Overtime:

This role will generally consist of 35 hours per week during regular working hours. Overtime may be required from time to time and shall be subject to approval by the Director.

Salary:

Final salary will be in keeping with the salary scale and may vary depending on experience and qualifications.

Career Progression:

The successful candidate shall be required to obtain a Residential Building Official qualification within 1-2 years of their start date and shall do so in accordance with the NSBOA Professional Studies Program. The Employer will pay for any such training and make allowances for work time that may be required to obtain such qualifications. In any case, the Municipality reserves the right to direct training and promote the successful candidate in its best interests and in keeping with the Collective Agreement.

Diversity:

The Municipality is an equal-opportunity employer. We welcome and encourage applications from all underrepresented communities.

Conclusion:

We invite all qualified applicants to apply for this position. However, only those chosen for interviews will be contacted. To apply for this role, please forward your cover letter and resumé to Logan McDowell, Director of Public Works & Development, by email at logan.mcdowell@munpict.ca.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Logan McDowell'.

Logan McDowell, P.Eng., PMP
Director of Public Works & Development
Municipality of the County of Pictou