



## Municipality of Pictou County Department of Emergency Services

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### ***Job Posting: Building Official***

The Municipality of Pictou County is currently seeking a qualified and motivated, **Residential or Level 1 Building Official** to join our Department of Emergency Services. This position plays a critical role in ensuring public safety through the consistent application and enforcement of the Nova Scotia Building Code Regulations, the National Building Code and applicable municipal bylaws.

#### **Position Overview:**

Reporting to the Director of Emergency Services, the **Building Official** will work closely with team members across building inspection and development. The successful candidate will be responsible for conducting building inspections, assisting with permit review and issuance, providing technical guidance to the public, and supporting safe and compliant development throughout the Municipality. Duties and authorities will align with the individual's level of qualification, as well as operational needs.

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#### **Key Responsibilities:**

- Conduct building inspections for residential, commercial Part 9 Buildings, to ensure compliance with the Nova Scotia Building Code Regulations, the National Building Code and municipal bylaws.
- Review building permit applications, plans, and supporting documentation within the authority of the applicable level of qualification.
- Issue inspection reports, notices of deficiency, and orders as required, and follow up on corrective actions.
- Provide technical information and guidance to builders, property owners, designers, and the public regarding building code requirements.
- Maintain accurate inspection records, reports, and documentation using municipal tracking systems.
- Work collaboratively with fire inspection, development, and bylaw enforcement staff to ensure coordinated service delivery.
- Respond to complaints and compliance issues related to building construction and safety.
- Attend and successfully complete required training, continuing education, and certification programs to maintain or advance Building Official qualifications.

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#### **Qualifications:**

Grade 12 or equivalent supplemented by post-secondary education in construction technology, architectural technology, engineering technology, building science, or a related field or trade an acceptable combination of education and experience.

*A certificate of qualification under the Nova Scotia Building Code Training and Certification Board for Residential or Level 1 Building Official is preferred, however other applications may be considered.*



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Demonstrated knowledge of the National Building Code of Canada, Nova Scotia Building Code Act and Regulations, and related municipal bylaws.

Proficiency with Microsoft Office applications and familiarity with electronic permitting or inspection software.

Excellent written and verbal communication skills with the ability to interact professionally with the public, contractors, and design professionals.

Valid Nova Scotia driver's license and ability to travel throughout Pictou County.

Ability to work outdoors in varying weather conditions and access construction sites safely.

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### **Assets:**

Membership in good standing with the Nova Scotia Building Officials Association (NSBOA).

Experience working in a municipal regulatory environment.

Additional certifications related to building, fire, or safety inspection.

Knowledge of municipal planning, land use, or development approval processes.

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### **Compensation:**

This position is unionized and part of Local 60 of the NSGEU. Compensation will be paid in accordance with the collective agreement between the employer and the union.

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### **How to Apply:**

Interested applicants are invited to submit a cover letter and resume no later than *January 30<sup>th</sup>, 2026* to:

Evan Hale  
Director of Emergency Services  
Municipality of Pictou County  
[Evan.Hale@munpict.ca](mailto:Evan.Hale@munpict.ca)

### **By mail or in person:**

46 Municipal Drive  
Pictou, Nova Scotia  
B0K 1H0  
PO Box 910  
Attn: Evan Hale

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*It is the policy of the Municipality of Pictou County to prohibit discrimination of any type and to afford equal employment opportunities to applicants without regard to gender, race, color, religion, sexual orientation, national origin, age, disability, or veteran status.*