

## 1. IDENTIFICATION

<b>Position No.</b> 14-Various	<b>Job Title</b> Building Official	<b>Supervisor's Position</b> Chief Building Official	
<b>Department</b> Community and Government Services	<b>Division/Region</b> Safety Services Division	<b>Community</b> Iqaluit	<b>Location</b>
<b>Fin. Code:</b>			

## 2. PURPOSE

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>The Minister of Community and Government Services appoints the Building Official (BO). This position serves as one of a team of territorial regulatory officials responsible for design and delivery of compliance programming to the National Building Code of Canada, (NBC) National Plumbing Code of Canada (NPC) and other adopted codes or standards pursuant to the Nunavut <i>Building Code Act</i> (BCA).</p> <p>In accordance with provisions set out in the BCA the BO supports the Chief Building Official (CBO) by providing technical expertise in the establishment of new or updated codes or standards (BCA s.4), administering permits (BCA s.6), conducting inspections (BCA s.7), enforcing compliance orders (BCA s.10), review and reconsideration of decisions and orders, and attending appeal hearings (BCA s.17 &amp; s.19). The BO is a member of a team responsible for the development and administration of related regulations, guidelines, policies, procedures and programs within the Government of Nunavut (GN) departments and agencies.</p> <p>Key performance indicators will include, but are not limited to, :</p> <ul style="list-style-type: none"> <li>• The number of new buildings and facilities in compliance with the NBC, NPC and other adopted codes or standards,</li> <li>• Development of a well informed and engaged community of professional designers, engineers and building contractors,</li> <li>• All regulated work permitted and monitored for compliance,</li> <li>• Successful resolution of disputes, and</li> <li>• Reduction in fire official's non-compliance orders and property/life loss due to fire.</li> </ul>
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## 3. SCOPE

<p><b>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</b></p> <p>This position is located of the Department of Community &amp; Government Services (CGS) in Iqaluit, Rankin Inlet or Cambridge Bay and reports to the CBO. The BO participates as a team</p>
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member with responsibility for permitting and compliance monitoring of every new building project in Nunavut. The position will work independently and as a team member under the supervision of the CBO. Buildings include those used for assembly, institutional, residential commercial, mercantile and industrial occupancy, and range from simple to complex in size and design. With regulatory authority, the BO is responsible to confirm that construction complies with regulations, codes and standards.

The BO supports the CBO by providing input on new and updated codes, standards, regulations and operational policy. The CBO uses this input to advise the CGS executive team and in working with the Building Advisory Committee (BAC), stakeholders and the public in achieving consensus. The BO will provide code change recommendations and generally contribute to the development of model national codes and standards to ensure suitability for adoption by Nunavut.

The BO contributes to team performance, budget management and input on best practices and future needs. This position is also responsible for the receipt and processing of revenue received with building permit applications.

#### 4. RESPONSIBILITIES

**Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.**

1. The Building Official, as a regulatory official, is responsible for administering the principle objectives of the BCA, ensuring all new buildings are safe and compliant with the National Building Code of Canada (NBC), National Plumbing Code of Canada (NPC), as well as other codes or standards adopted by the territory:
  - Examine plans and specifications for all new building projects, compiles written reports based on findings and resolves identified non-compliance issues with the owner, designer, or contractor.
  - Problem solves interpretation issues for inspections of new buildings under construction and existing buildings where a building permit is required as stated in the (BCA).
  - Determine building permit fees based on regulated schedule. Issue building permits, and when necessary suspend or cancel permits when regulation or permit conditions are not in compliance.
  - Conduct project monitoring and inspections as construction proceeds to confirm compliance with the BCA, regulations, codes and building permit conditions. This may involve on-site inspections, or the assessment of information contained in photographs, videos or other information submitted by or on behalf of the permit holder.
  - Work with permit holders to resolve non-compliance issues and issue compliance orders when needed. This may include stop work orders when the circumstances warrant.

- Compile and present evidence to the CBO where the permit holder has requested a review or appeal of a written decision or order of compliance.
2. The BO provides advice and recommendations on policy and program development, stakeholder engagement and issues resolution. Actions include:
- Contribute toward the development of written reports and briefing notes on policy issues arising from the BCA and regulations.
  - Receive direction from the CBO on new or amended policy or program directions and works with team members, CGS staff and stakeholders to achieve the desired results.
  - Provide information and advice in response to correspondence received from stakeholders and the public involving complaints or investigations into matters arising from the BCA and regulations.
  - Support the CBO in assessment of program effectiveness, current resource allocations and make recommendations for improvement in conjunction with the annual budget cycle.
3. The BO contributes to the work of the BAC as directed by the CBO:
- Provide the BAC with advice and recommendations on technical matters arising from the National Building Code of Canada (NBC), National Plumbing Code of Canada (NPC) or other adopted codes or standards.
  - In the absence of the CBO may be required from time to time to review and reconsider reviews or appeals of building official's decisions or compliance orders provided there is no conflict of interest.
  - In the absence of the CBO may be required from time to time to advise the BAC in assessing and responding to formal requests for rulings on the requirements of the NBC, NPC or other adopted codes or standards.
  - As regulatory official, the BO works with other CGS units, departments and stakeholders on matters of mutual interest.
4. Interjurisdictional liaison and review of available best practices:
- Engage with the Fire Marshal's Office and Safety Services staff on matters involving adjacent jurisdiction, such as the safety of existing buildings or the installation of building services administered under companion legislation.
  - Contribute through the CBO to the development of other departments new or updated legislation where matters of mutual interest are involved, such as under the *Public Health Act*; *Cities, Towns and Villages Act* and the *Hamlets Act*.
  - Provide through the CBO support and advice to municipal building official's and development officers to ensure system integrity and that the NBC, NPC and adopted codes or standards are understood and uniformly applied.
  - Liaises with industry stakeholder groups, such as those nominating BAC members, and the public to ensure those using or affected by NBC, NPC or other adopted codes or standards are well informed and have opportunity to contribute to their development.

5. The BO contributes toward the development of public information, information dissemination and respond to information requests:

- Work with CBO and team to identify and respond to the need for public information items, such as brochures on the need for building permits and guidelines for minor construction projects.
- Serve as a media spokesperson on matters originating with BCA and regulations as necessary.
- Attend stakeholder conferences, meetings, and make formal presentations on technical matters originating with the NBC, NPC and other adopted codes and standards.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

*Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

**These requirements are in reference to the *job*, not the incumbent performing the job.**

Eligibility for appointment by the Minister as a Nunavut Building Official (BO) requires a combination of formal education, work related experience and well developed personal skills and abilities.

The incumbent must have a good understanding of general construction practices, preferably including experience in the North, and the ability to demonstrate expertise in the interpretation and application of Canada's model construction codes with emphasis on the National Building Code of Canada and National Plumbing Code of Canada.

### Knowledge

- Thorough knowledge of the principles, methods and practices of building construction, plumbing, appropriate heating/ventilation (HVAC) and electrical installations.
- Extensive knowledge of the National Building Code of Canada, National Plumbing Code of Canada and other codes and standards under regulations in Nunavut.

### Analytical, Judgement and Decision Making Skills

- Decision-making and problem-solving skills to identify and initiate corrective action to problems encountered in assessing building and plumbing code compliance;
- Define, validate facts, evaluate criteria, select options and determine directions;
- Prioritize, balance perspectives, and make sound recommendations;
- Analytical skills to evaluate program results against objectives (i.e. public safety, timeliness, and effectiveness).

### Facilitating and Negotiating

- Direct, manage, lead, and negotiate with internal/external groups or clients;
- Conflict management skills.

### Organizational Ability

- Team building skills;
- Respond to changing environments within GN (including the community government level)
- Address politically sensitive and high profile issues;
- Manage regular workload and special assignments
- Balance work priorities within assigned resources and budget and keep focused on the issues;
- Computer skills (such as: MS Office, spreadsheets, database systems, and management information systems).

#### Conceptual and Communication Skills

- Balance advisory and regulatory duties in a team environment.
- Communicate concepts, ideas, instructions, and to recognize and rectify miscommunications, experience in conflict or dispute resolution process;
- Oral and written communication skills, particularly in a virtual environment;
- Stakeholder management and consensus-building skills;
- Interpersonal and negotiating skills.

#### Skills:

- This position is a professional working with professionals, builders, tradespersons and the public and requires a diverse set of personal skills to accomplish both successfully.
- Teamwork is required in implementing new and improved programs involved in processing building permit applications, collecting fees and issuing written reports and orders to comply.
- Requires excellent written and verbal skills for preparing and presenting written reports, briefing notes, new and updated legislation and regulations, and drafting correspondence for signature by others.
- Requires good analytical skills in understanding the requirements and underlying objectives of a wide range of construction codes and referenced standards. Knowledge gained may be shared with others directly or presented in a non-technical manner.

#### Abilities:

- Discharge their duties with authority while also being impartial and creative when giving advice or achieving consensus.
- Have the ability to detect hazards and violations during site inspections and detail what the Codes require during field inspection work.
- Speak with authority and conviction, offer persuasive argument when necessary and assist groups with otherwise diverse positions reach a common understanding and consensus.
- Have the ability to read and accurately interpret plans and specifications of any complexity, and to compare them with construction in progress.

- Impartiality is critical to success in this position. This requires the incumbent have the ability to set aside personal opinion in developing options and recommendations when dealing with a broad spectrum of clients, including the Minister, CGS executive team, BAC, industry stakeholder groups and the public.
- Alternative solutions are an important element to today's objective based building and plumbing codes, therefore, the ability to think creatively will enable this position to assist professional designers and builders identify and implement possible alternative approaches to meeting otherwise prescriptive code requirements.
- This position will be called upon to assist in resolving building code related disputes involving building officials, professional designers, builders, tradespersons building owners and the public. Effectively mediate disputes through identifying and gaining consensus on possible solutions.
- Ability to work in an environment with changing priorities and constant interruptions, respond to new challenges and a high volume of work while prioritizing workloads to meet deadlines and handling multiple concurrent tasks.

#### Qualifications:

The successful candidate will be a certified or licensed, or qualified Building Official as recognized in one or more Canadian province(s) or territories with a minimum of 4 years' experience in an inspection or a regulatory capacity.

#### Assets:

In addition to the required qualifications specified above, it would be considered an asset if the successful candidate possess any of the following:

- A degree in architecture or engineering
- Certificate or diploma in architectural technology or engineering technician or technologist
- Journeyperson with a red seal in a construction related trade
- Certificate of qualification in a construction related trade issued under the "*Apprenticeship, Trade and Occupations Certifications Act*"

Experience working in rural, remote or northern communities is an asset.

The successful candidate must have a valid class 5 driver's license with a clean driver's abstract.

Fluency in Inuktitut/Inuinnaqtun and/or French is considered an asset.

## 6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

## Physical Demands

**Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.**

The BO operates primarily in two work environments, at a desk in an office or on a construction site anywhere throughout the territory. Time will be appropriately divided between the two.

### Office:

Primarily desk work involving the use of a computer with the potential for injury due to conditions such as Repetitive Stress Syndrome (RSS). One or two times a year incidents such as a major fire or building failure may require this position be part of the investigation team that could lead to fatigue caused by working long or unsociable hours.

### Field:

Construction site inspections can occur year-round however demands are greatest during the summer construction season. This work could result in fatigue resulting from travel to and from these sites and working long and unsociable hours to meet the demand for timely inspections. Construction sites are inherently unsafe and, depending on the stage of completion, present the potential for injury resulting from trips, falls, exposure to hazardous substances and excessive noise. As a regulatory enforcement official this position may, on a rare occasion, be subject to verbal abuse and/or physical injury caused by unsatisfied clients.

## Environmental Conditions

**Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.**

### Office:

Exposure to adverse environmental conditions is not expected to be an issue.

### Field:

With the majority of site inspection occurring during the summer construction season weather related environmental conditions are not expected to be an issue. For the remaining time, estimated 60 percent, this position will be travelling to and conducting construction site inspections in potentially moderate to severe Northern weather conditions with the potential for physical discomfort, injury and associated health related consequences. Adequate training a protective clothing and equipment is necessary for conducting these inspections, however, this will not completely mitigate the potential for exposure to excessive noise, hazardous chemicals, hot works, falling items, trip hazards, and uneven, wet or icy surfaces; all of which are expected to be routinely encountered.

## Sensory Demands

**Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.**

### Office:

Much of this aspect of the work focuses on sight and hearing. Sight involves concentrated examination of documents such reports, permit applications, building plans and specifications,

and construction codes and standards on-line and in hardcopy. Knowledge gained is then used to write reports, briefings, permits and similar documents. Hearing involves receiving and analyzing information provided at meetings with professional designers, contractors and building owners seeking approval for a design, alternative solution, or piece of equipment or material; or when participating in a dispute resolution.

**Field:**

Construction site inspections are conducted to confirm compliance with building permit conditions and regulated codes and standards. It requires judgement to be made based on most of the senses (examples):

- sight: measurements may be used to determine dimensional correctness or operation
- touch: features or equipment may be operated to determine suitability for purpose, and
- hearing: alarms may be tested to determine levels of audibility.

These inspections also require heightened awareness of all the senses to potential hazards at the site including dropped items, trips and falls, exposure to hazardous products, and hot works.

## Mental Demands

**Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.**

**Office and Field:**

As the territorial regulatory official responsible for compliance with the building and plumbing code this position is one that must deliver sometimes unwelcome news to professional designers, contractors, building owners and others in the form of plans examination and site inspection reports. Furthermore, where compliance is not achieved it can result in confrontation, reviews or reconsiderations, investigations, appeals and court proceedings of an adversarial nature. Consequently, it can be challenging for this individual to balance the delivery of delegated duties while maintaining long term working relationships given the relatively small design and construction community serving the territory.

Operationally, this position is a professional and department representative called upon to serve the ministry, support the daily operations of the CBO office, advise the BAC and provide general advice to the public and construction industry. As construction is both cyclical and seasonal, particularly in the North, there will be periods of high mental stress during peak work times.



**7. CERTIFICATION**

<p>_____ Employee Signature</p>	<p>_____ Supervisor Title</p>
<p>_____ Printed Name</p>	<p>_____ Supervisor Signature</p>
<p>_____ Date:</p>	<p>_____ Date</p>
<p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p>	
<p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	