

GRAND FALLS REGIONAL MUNICIPALITY

Development Officer/Building Inspector

Land Use Planning Service

Period of employment

Full-time, temporary (12 months)

Job Summary

Reporting to the Coordinator of Land Use Planning Services, the incumbent mainly performs various tasks of a complex nature related to land use planning, the issuance of development permits / inspection of buildings, the application of various orders, the preparation and presentation of exemptions. He or she attends various public meetings of planning advisory committees. He or she carries out controlled visits to the sites, solves various problems and ensures the compliance of the projects. In addition, he or she implements and updates infrastructure data in the municipality's geographic information system.

Qualifications

Education and Training:

- College Diploma in Planning, or
- College diploma in civil engineering technology or a related discipline
- Certification from the NB Construction Officials Association (NBCO/ NBBOA) / Association of Planning Agents of the Province of NB is not necessary but will be considered an asset
- Some additional certifications or training may be required

Experience:

- Experience in a municipal setting and/or work related to land use planning is not necessary but will be considered an asset

Skills:

- Interpersonal and public relationships
- Results-oriented
- Time management
- Professional judgment
- Teamwork

Knowledge:

- Excellent knowledge of French and English (oral and written)
- Knowledge of the Windows, Office 365 computer environment (Word, Excel, PowerPoint, Outlook)
- Knowledge of municipal building regulations and standards
- Knowledge of MapInfo Pro, ESRI and (Autocad Civil 3D) geographic information system (GIS) design and computer-aided drawing software
- Knowledge of the use of geodetic measuring devices (GPS), geographic information system (GIS) and the operating principles of data collection
- Knowledge of practices, preventive measures, and applicable laws in the field of occupational health and safety.
- Knowledge of building materials, reading plans and specifications, construction methods and supervision of construction work, analyzing site conditions, and enforcing specifications.

Abilities:

- Leadership, sense of responsibility and initiative.
- Ability to initiate, develop and implement work and projects strategically.
- Be able to interpret plans, specifications, and technical reports.
- Able to work independently and in a team.
- Methodical mind, sense of organization and observation, management of priorities and attention to detail.
- Ability to analyze and synthesize, logical sense and good judgment to solve problems and make informed and independent decisions.
- Excellent understanding of the project management process and ability to lead multiple projects simultaneously.
- Ability to work effectively under pressure and adapt quickly to changes and emergencies.
- Have interpersonal skills in order to be able to communicate effectively and demonstrate calm behavior to respond to requests.
- Demonstrate a positive attitude towards the interests of the municipality and the community at large.

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Working conditions and environment:

- Temporary, full-time position (37.5 hours per week)
- Holder of a valid Class 5 driver's license

Tasks and responsibilities

- Issue development and/or building permits.
- Process and follow up on requests, verbally or in writing, from residents, contractors and owners and issue work permits as required.
- Inspection visits to the sites to ensure that the constructions comply with the National Building Code of Canada and the various decrees.
- Resolve technical problems that may arise during construction work, suggest appropriate corrective measures and report to his supervisor any anomalies and improvements to be made during the execution of the work.
- Understand and interpretate various municipal and rural by-laws.
- Enforce by-laws under NB's Planning Act to ensure compliance.
- Receive, analyze, and approve plans of subdivision.
- Meeting with customers.
- Prepare and present variances formulated by the applicants before a planning advisory committee.
- Verify the compliance of plans and specifications with applicable standards, regulations, or other requirements and when necessary, contact applicants to propose changes or alternatives.
- Ensure that work is carried out according to plans and specifications, applicable laws, conditions in place and deadlines.
- Make the necessary follow-up of the work and prepare the progressive reports under work and the final report.
- Conduct research, collection, acquisition, compilation, analysis and validation of geographic data and information collected, and make any necessary corrections
- Take charge of the monitoring, quality control of the work and inspection activities surrounding the site
- Perform other technical functions, but not limited to, to assist in the completion of projects and the proper functioning of operations.
- Continuous education (Level I, II, & III Certification) from the NB Construction Officials Association (NBAC / NBBOA).
- Continuous education from the Association of Planning Officers of the Province of NB.
- Perform all other tasks of a similar nature requested by their supervisor according to their qualifications, and abilities.

Salary

- \$2,153.27 - \$2,684.04 bi-weekly

Caution: The above statements reflect the characteristic elements of the identified job and are intended to describe the general nature and level of work performed and should not be construed as an exhaustive enumeration of all inherent occupational responsibilities, duties, abilities, and requirements. All staff members may, from time to time, be required to perform tasks outside the scope of their normal responsibilities, as required.