



Town of Windsor
Comp. # ozwin
BUILDING / FIRE OFFICIAL

The Town of Windsor requires the services of a Building / Fire Official. This is a full-time position.

Reporting to the Chief Administrative Officers (CAO) of the Town of Windsor and the Director of Planning for the Municipality of the District of West Hants, the Building Official will be responsible for providing skilled inspection work enforcing compliance with Nova Scotia Building Code, Nova Scotia Building Code Act & Regs; Building Code Act by-laws, National Fire Code, Nova Scotia Fire Safety Act and Regulations; all codes, standards and regulations pertaining to building, property and fire and life safety standards.

The candidate must have strong organizational and analytical skills; a person who is motivated by public service; organized; detail-oriented and a person who has proficiency in technologies and systems. The successful candidate will have excellent computer skills, experience with bylaw enforcement and the ability to work well under pressure and be a strong communicator.

The successful candidate will be required to obtain a criminal record check prior to offer of employment.

A detailed job description can be found at :

<https://www.town.windsor.ns.ca/employment-opportunities.html>

Or, obtained at the front counter of the Town of Windsor at 100 King Street, Windsor, Nova Scotia

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter, to the attention of the undersigned, no later than Wednesday, 29 May 2019 at 4:30pm via lcoutinho@town.windsor.ns.ca

If mailed, enough time should be allowed to arrive at the destination by 29 May 2019 at 4:30pm.

Louis Coutinho
PO Box 150,
100 King Street,
Windsor NS
BoN 2To