

# **TOWN OF HAMPTON**

## **JOB DESCRIPTION**



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### **Assistant Development Officer / Building Inspector**

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#### **Job Summary:**

The candidate is responsible for various tasks associated with land use planning in the expanded Town of Hampton which includes investigation and review of land use inquiries, development of reports to PAC and Town Council, issuance of development and building permits and building inspection services. The incumbent is expected to engage as part of a team environment; work with staff across the organization; require minimal supervision and make sound decisions.

#### **Primary Relationships:**

The Assistant Development Officer / Building Inspector will work under the direction and supervision of the Director of Planning, Engineering and Development. The incumbent will supervise various department staff as required and assist with developing and maintaining effective communications and working relationships with the public and volunteers along with the CAO, Mayor, Council, employees.

#### **Duties and Responsibilities:**

- Maintains a thorough and comprehensive knowledge of the Local Governance Act, Community Planning Act, Building Code Administration Act, Town By-Laws, and their regulatory/legal basis for the purpose of administration as required.
- Receive, review, and approve development applications and issue development permits.
- Work with developers and citizens to receive and review subdivision plans, engineering plans/reports, building permit applications, development permit applications, etc.
- Works with the Director and other staff in preparing developers agreements, recording, and filing of agreements/plans for registration and ensuring developer's compliance with the agreement.
- Carries out development related documentation including zoning confirmations, re-zoning and variance applications and make recommendation to PAC and Council for their decision.
- Shall attend PAC and Council meetings along with Town committees as required.
- Review and approval of planning & development documents as it relates to the Town of Hampton By-Laws and Policies including but not limited to, Municipal plan By-law, Zoning By-law, Subdivision By-law, Building By-law, Stormwater Management Guidelines, Standard Specification,

Water Assessment, Access Control, Ditch Infill, etc. ensuring compliance with all relevant by-laws and codes.

- Issues permits, conducts all relevant inspections and ensures compliance with permits and/or regulations, to ensure construction projects comply with approved plans, building codes and relevant provincial/municipal laws.
- Responds to inquiries and complaints from local citizens, elected officials, and businesses regarding by-law regulations.
- Ensure relative By-laws, policies and programs are consistent and up to date and make recommendations for amendments as required.
- Prepare relevant monthly reports to CAO/Council and Statistics Canada for the department and attend Town Council and/or other Public Meetings as required.
- Maintain knowledge of any updates to legislation within New Brunswick and new developments in the construction/development industry.
- Participate in the 911 civic addressing in conjunction with the Federal Government/Canada Post.
- Represent the Town of Hampton, when required, at the NB Assessment and Planning Appeal Board and/or Court of King's Bench.
- Ensure compliance with environmental regulations within the municipalities control throughout the development and construction process.
- Receives and reviews Building Permit Applications; conducts all relevant inspections and assists in the issuance of orders or notices related to terms of permits and regulations violated, to ensure construction projects comply with approved plans, building codes and relevant provincial/municipal laws.
- Works with the Director to oversee duties and responsibilities of department which may include, but not limited to, Building Inspector, Planning Coordinator, By-Law Enforcement Officer and/or Administrative Assistant.
- Interacts with residents, contractors and Town staff regarding permitting, code information, by-laws, questions, complaints, and concerns.
- Work in conjunction with other Town Staff, outside agencies, government officials and representatives of the community and industry to facilitate harmonious relations and instill a high standard of customer service.
- Other related duties as assigned.

#### **Required Education, Training and Skills:**

- Graduate of a civil engineering technology program or related/equivalent program or experience.
- Certification from the NB Building Officials Association (Level I, II, or III.)
- Experience in a municipal capacity of Planning and Development and/or Building inspection services.
- Understanding of municipal planning and development practices as well as Town By-Law, Local Legislation and National Building Code.
- Proficient at time management with an ability to manage deadlines and submission dates, and juggle multiple projects and priorities associated with the department.

- Ability to continue Professional Development in such areas as Certification in Local Government Certificate Programs and/or Building Inspection Certification (depending on qualifications/experience).
- Proven experience in reviewing and commenting on planning and development related applications including Subdivision Plans, Variances, Site Plans, Zoning By-law amendments, etc.
- Thorough knowledge of the most recently adopted Building Code and Building Code Administration Act, applicable sections of the Local Governance Act and Community Planning Act.
- Ability to read and interpret drawings, plans, sketches, layouts, and specifications.
- Ability to establish and maintain effective working relationships with other government agencies, contractors, developers, engineers, architects, building owners, Town officials, employees, residents, etc.
- Proficient in the use of computers for data management and software programs including Microsoft excel, word, power point, teams, adobe, mapping and others as required. GIS & Autodesk are considered an asset.
- Criminal Record Check required.

**Working Conditions:**

- Regular 37.5 hours per week / 8:00 – 4:30 pm / Monday – Friday
- Overtime/Flex-time as required.
- Ability to attend meetings and conduct presentations.
- Candidate must have a valid driver license.

**THE ABOVE JOB DESCRIPTION REFLECTS THE GENERAL DETAILS CONSIDERED NECESSARY TO DESCRIBE THE PRINCIPAL FUNCTIONS OF THE POSITION IDENTIFIED AND SHALL NOT BE CONSTRUED AS A DETAILED DESCRIPTION OF ALL THEWORK REQUIREMENTS THAT MAY BE INHERENT WITH THE POSITION.**

I \_\_\_\_\_, Assistant Development Officer/Building Inspector for the Town of Hampton, have reviewed the Job Description and I accept the responsibilities and duties related to the position as stated herein.

\_\_\_\_\_  
Assistant Development Officer / Building Inspector

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Arthur McCarthy  
Director of Planning, Engineering & Development

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Richard Malone  
Chief Administrative Officer

Dated: \_\_\_\_\_