

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Community Service and Infrastructure

Residential Condition Assessment Officer

About CMM

The Confederacy of Mainland Mi'kmaq (CMM) is a Tribal Council representing eight Mi'kmaq communities in mainland Nova Scotia. Our mission is to support Mi'kmaq communities' efforts toward self-determination and community growth. Located in Millbrook, Nova Scotia, CMM has over 160 employees. The Department of Infrastructure & Community Services is seeking an energetic, independent candidate for the role of **Residential Condition Assessment Officer**.

Position Overview

Reporting to the Manager of Engineering Services and under the direction of the Senior Director of Community Services and Infrastructure, the CMMNS Residential Condition Assessment Officer operates within the Department of Community Services and Infrastructure at CMMNS. This role focuses on conducting inspections and condition assessments of both new and existing houses and public buildings.

This position is responsible for assessing housing conditions and providing repair cost estimates. Additionally, the role involves conducting third-party inspections for emergency-related damage, such as those caused by fire, flooding, or wind, to facilitate EMAP funding applications for recovery efforts.

If qualified, this position would involve inspecting new and existing Part 9 and Part 3 buildings in accordance with Nova Scotia Building Code Regulations, the CMHC Residential Inspection Program, and the CMM Residential Inventory and Valuations Project.

This position plays a critical role in supporting the safety, sustainability, and resilience of CMMNS communities.

Overview of Responsibilities:

- Generate inventories and conduct visual condition inspections of First Nations housing and public buildings.
- Apply National Building Code and supplemental standards for new and existing residential units, where qualified.
- Prepare cost estimates for residential repairs and renewals.
- Prepare inspection and condition assessment reports.
- Where qualified, mentor CMMNS and First Nations staff pursuing NSBOA certification.
- Assess post-emergency conditions of community buildings and infrastructure.
- Prepare remediation cost estimates and timelines.
- Recommend mitigation measures to reduce future damages or enhance resilience.

Position Requirements:

- Certified Building Official (Level 1 or 2), Relevant post-secondary education (degree, diploma), or equivalent experience in residential or commercial construction.
- Construction industry experience required.

- Knowledge of the National Building Code of Canada and related standards would be considered an asset.
- Experience in residential cost estimation and quantity takeoffs required.
- First Nations housing experience is an asset.
- Proficient in Microsoft Office Suite, especially Excel.
- Willing to travel within Nova Scotia for extended periods for inspections.

Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

If you would like to join The CMM Family, please see below on how to apply for this position.

Salary/Employment Term:

Salary Range: \$60,000 - \$85,000 per year. This is a Permanent Position (pending successful one-year probationary contract).

Application Deadline: Open Until Filled

Submit Cover Letter AND Resume to :

**Human Resources
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: HR@cmmns.com**

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide an up-to-date CV along with a cover letter and qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Applicants must provide proof of Canadian Citizenship or Permanent Residency.***