



SAFETY CODES SUPPORT ASSISTANT

Temporary

Red Deer County is a great place to work! It is much more than just a job to go to. It is a place where everyone plays an important role. At Red Deer County, we believe that mutual trust and respect, shared responsibility, and open communication are essential characteristics for creating personal success within a first class working environment.

The Planning & Development Services of Red Deer County has a temporary, full-time position for a dynamic and highly motivated **SAFETY CODES SUPPORT ASSISTANT** to supplement our ongoing focus in the delivery of customer service excellence.

Key Responsibilities

Reporting to the Safety Codes Administrator, the Safety Codes Support Assistant provides administrative support to the Safety Codes area with the Planning & Development department, including information processing; clerical activities; responding to telephone and front counter inquiries; and permit issuance.

Detailed duties of the Safety Codes Support Assistant position include, but are not limited to:

- As Permit Issuer, receive safety codes applications; related fees; and ensure completeness of applications.
- Process applications (data entry; permit tracking; draft correspondence; distribute and mail correspondence).
- Permit closure: ensure site inspections are compliant with the Quality Management Plan (QMP), Safety Codes Act and Permit Regulations.
- Respond to inquiries; provide assistance with the application process, services rendered, and fee structure.
- Liaise with the Safety Codes Administrator throughout the permitting process.
- Support the entire department as needed, including completing cross-training in the Planning & Development Assistant and Planning & Development Support Assistant positions to assist with absences and vacation relief.
- Organize and maintain records regarding building safety codes.
- Provide excellent customer service and public relations via correspondence, on the telephone or in person.
- Prepare and send applicable correspondence; reports; records; and other documentation as directed by the Safety Codes Administrator.
- Understand and adhere to the policies, principles and practices of OH&S legislation, and the County's requirements, as these obligations pertain to this role.
- Undertake other tasks and responsibilities as required or assigned within the scope of the position.

Qualifications

- Completion of a post-secondary office administration certificate or diploma program plus a minimum of four (4) years office administration experience.
- An equivalent combination of experience and education may be considered.
- Familiarity with the safety codes permit and inspection process.
- Ability to work and participate in a team environment.
- Ability to work independently, with minimal supervision, in a fast-paced environment.
- Excellent communication and interpersonal skills.
- Strong organizational and customer service skills.
- High degree of accuracy and attention to detail in word processing (MS Word), spreadsheets (MS Excel), as well as data-entry experience.
- Acceptable Criminal Records Check.
- Experience in a local government environment is considered an asset.

Additional Information

This is a temporary position (35 hrs/week). Red Deer County offers a competitive compensation package, learning opportunities, and work hours that enable a superior work-life balance.

Term: February 2024 – December 2024

Starting Wage: \$28.54/ hour

Qualified parties are requested to submit a detailed resume and cover letter to the Human Resources Department no later than **4:30 p.m. Friday, February 16th, 2024**, to:

HUMAN RESOURCES DEPT.

hr@rdcounty.ca

www.rdcounty.ca



We thank all applicants for their interest; however, only those invited for an interview will be contacted.