

## The opportunity

Leduc County is looking for an experienced and highly motivated Fire Inspector to join our team. Reporting to the Fire Marshal, this exciting opportunity administers and enforces the *Safety Codes Act* applicable to the fire discipline, relevant policies, procedures and legislation. Through managing priorities, the fire inspector is a key contributor to the achievement of the department's operational deliverables.

## About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

## What you will do

- Performs building inspections for compliance with the *Safety Codes Act* and Regulations, the National Fire Code Regulation, the Leduc County Quality Management Plan (QMP), policies and procedures, and any other relevant legislation.
  - Conducts site inspections and re-inspections, documenting code infractions, deficiencies, non-permitted work, and unsafe conditions.
  - Identifies corrective actions required to achieve code compliance, issues and follows-up on orders to comply.
  - Reviews alternative solution proposals and issues variances.
  - Reviews and accepts submitted signed verification of compliance (VOC).
  - Investigates complaints, unsafe conditions, and accidents.
  - Issues verbal and written directives as needed.
  - Inspects new and existing above and underground storage tanks (Flammable and Combustible liquids), piping and dispensing installations and removals.
- Delivers appropriate fire prevention plans and processes, ensuring compliance with relevant legislation.
- Assists the fire marshal in the review of plans outlined below and monitors compliance, as required:
  - New construction applications.
  - Building renovations.
  - Fire safety plans.

- Storage tanks systems registration, installation, alteration, and removal (for flammable, combustible liquids).
- Provides internal and external clients with fire codes information and assistance.
- Maintains accurate records of plans, permits, correspondence, inspections, and reports.
- Assists the fire marshal when required, performing duties as a County fire guardian including online burn permits administration.
- Carries out special assignments and assists other department operations as required.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the Alberta Occupational Health and Safety Act, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

## What you need to succeed

### *Must-have*

- Five years of experience in the fire service and two years of experience as a fire prevention officer.
- Certified as a safety codes officer in the fire discipline, Group B (level 2) and Group E (Tanks).
- Must maintain Safety Codes Officer status with the Safety Codes Council and must receive and maintain a designation of powers for Leduc County and the municipalities we serve.
- A service focus with strong interpersonal, problem solving and conflict resolution skills.
- The ability to conduct and document inspections and prepare clear, concise reports.
- Proficiency with Microsoft Office suite of tools and familiarity with permitting software.
- A valid Alberta Class 5 driver's license, a vulnerable sector clearance, criminal record check satisfactory to Leduc County and the ability to obtain security clearance at the Edmonton International Airport are all required.

### *Nice to have*

- Familiarity with municipal governance, operations, and knowledge of rural communities.

## What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$81,631.00 and \$102,039.00, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

### **How to apply**

Applications must be submitted via our website [leduc-county.com](http://leduc-county.com) to be considered. This opportunity will remain open until a suitable candidate is found.

We thank all applicants however only those selected for an interview will be contacted.

