



Make working for
The City work for you.



Senior Safety Codes Officer - HVAC

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As the Senior Safety Codes Officer - Heating, Ventilation, and Air Conditioning (HVAC), you will be responsible for the proper inspection, investigation and compliance of the Safety Codes Act and other relevant legislation by managing day to day operations and providing front-line supervision to the building (HVAC) Safety Codes Officers (SCO) team. You will provide subject matter expertise with orders, charges, appeals and complex cases. Primary duties include:

- Coach and assist SCO's and Planning and Safety Codes Customer Advisors in relation to the Safety Codes Act, codes, bylaws, industry best practices and standards.
- Provide regular training, participate in recruitment, manage vacation requests, ensure operational coverage and support the DeptID Leader.
- Research code articles, code changes and best practices.
- Provide support on code interpretation and advice on non-compliance issues.
- Resolve issues related to the design and construction of a building or building system by coaching clients.
- Coordinate resources to resolve issues between internal and external parties.
- Manage mechanical and building (HVAC) permit intake, review, audit procedures and ensure physical inspection processes are consistent with approved plans and documents and relevant legislation.
- Provide recommendations on charging and waving fees.
- Research and provide alternative solutions to variance requests.
- Assist SCO's with reviewing building (HVAC) specifications, designer and permit holder qualifications and supporting documentation for compliance.
- Ensure customer building (HVAC) plans and documents meet the requirements of relevant legislation.
- Provide on-call and urgent call out inspection services, conduct plan examinations and site inspections.

Qualifications

- A Journeyperson carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta and at least 3 years of relevant experience in the building construction industry after receiving that journeyman certification, OR;
- A completed 2 year technology diploma in a related field and at least 3 years of relevant experience in the building construction industry after obtaining that diploma, OR;
- A degree in Engineering or Architecture and at least 3 years of relevant experience in the building construction industry, at least 1 of which must be completed after obtaining that degree.
- Safety Codes Officer certificates (Building Part 3, Building HVAC All and Building Medical Gas) issued by the Safety Codes Council and at least 5 years' experience as a Safety Codes Officer Building are required.
- A valid Class 5 Driver's Licence (or provincial equivalent), with no more than 6 demerits and no current suspensions or charges pending OR; a valid Graduated Driver's Licence (GDL) with no more than 4 demerits and no current suspensions or charges pending.
- Ability to obtain a City of Calgary operator's permit.
- Preference will be given to applicants with plans examination and field inspection experience.
- Proficiency with Windows based and cloud based software and using smart phones, tablets and laptops are considered assets.
- Experience building and effectively leading a team, coaching and mentoring are considered assets.

Pre-employment Requirements

- A security clearance will be conducted.
- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38
Position Type: 1 Permanent
Compensation: Pay Grade 14 \$51.84 - 69.28 per hour
Hours of work: Standard 35 hour work week.
Audience: Internal/External

Business Unit: Development, Business and Building Services
Location: 3705 35 Street NE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: July 15, 2025
Job ID #: 312277

Apply online at www.calgary.ca/careers



Make working for
The City work for you.



Workstyle: This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Pre-employment Drug Test: An offer of employment for this position will be conditional on an applicant passing a [pre-employment drug test](#). This test assesses for use of drugs including cannabis. Failure to pass a pre-employment drug test may prevent an applicant from being hired into any safety sensitive position for a period of up to twelve months.

Union: CUPE Local 38
Position Type: 1 Permanent
Compensation: Pay Grade 14 \$51.84 - 69.28 per hour
Hours of work: Standard 35 hour work week.
Audience: Internal/External

Business Unit: Development, Business and Building Services
Location: 3705 35 Street NE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: July 15, 2025
Job ID #: 312277

Apply online at www.calgary.ca/careers