

The opportunity

Leduc County is looking for an experienced and highly motivated Manager – Safety Codes to join our team. Reporting to the Director – Planning and Development, this exciting opportunity provides leadership to, and is accountable for, the delivery of services that uphold the *Safety Codes Act* and Regulations on behalf of the municipality. As a leader within the Planning and Development department, the manager is a key contributor to the achievement of the department's strategic and operational objectives.

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

- Develops and delivers appropriate service area plans, strategies, directives and processes to align with the department's operational plan, ensuring compliance with relevant legislation.
 - Reviews and maintains Leduc County Safety Codes Quality Management Plan and maintains provision of services.
- Manages and supports staff in the implementation of service area deliverables, delegates responsibilities appropriately and provides guidance and motivation to achieve outcomes.
- Supports stakeholders with technical information and resources.
 - Ensures adherence to regulations and legislation through communication, education and enforcement.
 - Ensures interactions with stakeholders are timely and productive and meet the standards of the Quality Management Plan (QMP).
- Develops, recommends and maintains an operating budget for safety codes that aligns with departmental objectives.
- Develops and recommends administrative directives and procedures, ensuring adherence to applicable legislation.

- Plans and implements projects that fall within the work group's functions.
- Researches and carries out special projects, studies and reports as assigned.
- Strives to continually enhance the quality and delivery of services through efficiencies and innovation.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for the work group's 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

- A degree or designation in construction technology or trades or related discipline.
- Five (5) years of management or supervisory experience, preferably within the public sector, with in-depth knowledge of residential, commercial and industrial construction.
- Safety Code Officer certification with a minimum of five (5) years of field experience as a Safety Codes Officer.
- A service focus with strengths in a broad range of communication and interpersonal techniques and skills.
- Strong verbal and written communication skills.
- The ability to deliver public presentations, and prepare clear, concise reports for senior levels of management and Council.
- Proficiency with Microsoft Office suite of tools and other database and spreadsheet applications.
- Experience working with and leading teams.
- Must be eligible for, or maintain, safety codes certificates.

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 \$115,464.00 and \$144,330.00, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation, and an additional five compensated days in lieu.

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 the blue 'apply now' button below to be considered.

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