JOB OPPORTUNITY

Safety Codes Officer - Building

The opportunity

Leduc County is looking for an experienced and highly motivated Safety Codes Officer - Building to join our team. Reporting to the Manager – Safety Codes, this exciting opportunity administers and enforces the *Safety Codes Act* and Regulations applicable to the building discipline, relevant policies, procedures and legislation. Through managing priorities, the safety codes officer 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 Building Code Regulation, the Leduc County Quality Management Plan, policies, procedures and any other relevant legislation.
    - Reviews design documents for compliance and documents any non-compliances.
    - 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 permits as required.
    - Issues verbal and written directives as needed.
- Provides internal and external clients with building codes information and assistance.

- Maintains accurate records of plans, permits, correspondence, inspections, and reports.
- 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

- Building certification in all levels (Building Residential, Building Part 9, Building Part 3, Building HVAC Residential, Building HVAC All, Building Medical Gas and Building Hydronic Heating).
- Five (5) years of building construction field experience and five (5) years of Safety Codes Officer experience.
- Demonstrated knowledge of building code requirements in commercial/industrial buildings, oil and gas facilities/equipment, and residential sites.
- Must maintain Safety Codes Officer status with the Safety Codes Council.
- 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.

Nice to have

- Certification in Fire Inspection or willingness to obtain certification.

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 $103,725.00 and $129,656.00, flexible work options, 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 on our website at careers.leduc-county.com to be considered.

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