



BUILDING SAFETY CODES OFFICER

Permanent / Full-Time

Protecting safe, sustainable development across Red Deer County

Red Deer County is seeking a knowledgeable, service-focused Building Safety Codes Officer to help ensure safe, compliant construction and development throughout our growing municipality.

In this important public-service role, you will combine technical building-code expertise with practical field experience and a collaborative approach to support residents, builders, contractors, developers, and design professionals. From reviewing plans and issuing permits to conducting inspections and supporting occupancy approvals, your work will directly contribute to safe communities and high-quality development across the County.

Make an Impact Every Day

Reporting to the Project & Technical Planning Manager, you will:

- Review building permit applications, plans, specifications, technical reports, and supporting documentation.
- Issue building permits and approvals within your certification and delegation authority.
- Conduct inspections for residential, commercial, industrial, and other construction projects.
- Identify, document, communicate, and follow up on code deficiencies and corrective actions.
- Support occupancy approvals and issue certificates of occupancy where authorized.
- Interpret and apply the current National Building Code – Alberta Edition, Alberta Safety Codes legislation, Red Deer County bylaws, and the County's Joint Quality Management Plan.
- Provide clear, practical technical guidance to applicants, builders, contractors, property owners, architects, engineers, County staff, and the public.
- Respond professionally to inquiries, complaints, and compliance matters.
- Represent Red Deer County in Safety Codes Council and Municipal Affairs audits, appeal hearings, and other proceedings as required.
- Maintain accurate permit, inspection, compliance, and technical records.
- Contribute to continuous improvement in permitting, inspection, compliance, and customer-service processes.

Bring Your Experience and Commitment to Service

You are a trusted technical professional who can balance regulatory responsibilities with responsive, respectful public service. You are comfortable working independently, exercising sound judgment, and communicating requirements clearly in both office and field environments.

- A Grade 12 diploma or equivalent.
- Safety Codes Officer, Residential, Part 9 and Part 3 certification in the Building discipline.
- At least five (5) years of related experience in building construction, building inspection, code administration, safety codes, permitting, or a related field.
- Working knowledge of the current National Building Code – Alberta Edition, Alberta Safety Codes Act, applicable regulations, Red Deer County bylaws, and Joint Quality Management Plan requirements.
- Valid Class 5 Alberta driver's licence with an acceptable driver's abstract.
- Intermediate First Aid Level C with AED certification.
- Acceptable Criminal Record Check.
- Municipal experience is considered an asset.

The Skills That Will Set You Apart

- Strong knowledge of building construction methods, plans, specifications, codes, standards, and permitting practices.
 - Ability to interpret and enforce requirements fairly, consistently, tactfully, and within delegated authority.
 - Excellent inspection, analytical, problem-solving, decision-making, and technical report-writing abilities.
 - Confidence reviewing construction drawings and assessing technical compliance.
 - Clear, professional communication skills and a strong customer-service mindset.
 - Ability to build productive relationships with industry professionals, residents, County colleagues, provincial authorities, and municipal partners.
 - High standards of integrity, discretion, professionalism, and attention to detail.
 - Proficiency with Microsoft Office and permit, inspection, and records-management systems.
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Why Choose Red Deer County?

Red Deer County offers an outstanding opportunity to grow your career while making a real difference in the community. We are committed to creating a workplace where people are respected, connected, and supported. You can look forward to:

- A welcoming, positive, and team-oriented workplace culture.
- Meaningful work that has a direct and visible impact on community safety and quality of life.
- Supportive leadership and a collaborative team that values your experience and perspective.
- Competitive compensation and a comprehensive benefits package.
- Opportunities for professional learning and development.
- A healthy work-life balance.

This position offers a varied work environment that combines office-based plan review and documentation with regular field inspections at active construction sites throughout Red Deer County. You will work across residential, commercial, industrial, outdoor, and construction-site settings, helping projects move forward safely and in compliance with applicable requirements.

Additional Information:

Position Type: Permanent, Full-Time (35 hrs/week)

Department: Planning & Development Services

Salary Scale: \$105,108 - \$139,818 **starting salary will be determined based on your education and relevant experience*

Application Details: Apply today to join Red Deer County's team and build a rewarding career with an organization known for its strong culture, supportive people, excellent benefits, and commitment to serving its community.

Submit your cover letter and resume, quoting the position title, no later than **midnight, Sunday, October 4, 2026**, to:

HUMAN RESOURCES DEPT.

hr@rdcounty.ca

www.rdcountry.ca



Join us at Red Deer County and make a meaningful impact!

*** A full position description is available upon request. ***

Red Deer County is an equal-opportunity employer and encourages applications from all qualified individuals.

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

